

## Personal

### Name

Jane Jackson

### Address

2901 Daisy Lane  
92111 San Diego, California

### Phone number

555-123-4567

### Email

example@cvmaker.com

## Skills

Creative Problem Solving Expert

Conflict Resolution Expert

Time Management Expert

Multitasking Expert

Human Resources Expert

Organization Expert

Microsoft Office Suite  
Experienced

# Jane Jackson

Passionate and proven retail supervisor seeking to elevate my career and provide continued expertise by retaining the open operations management position at Lewis & Stevens. Over five-years of experience managing a highly diverse group of sales, inventory, shipping, and accounting team members. A proactive problem solver, who is detail-oriented, a strong communicator, and has extensive experience with conflict resolution. Additional experience with cloud-based bookkeeping, human resources, payroll, inventory control, and employee consultations. Currently working on earning my MBA at the University of San Diego.

## Work experience

### Night Supervisor

Aug 2017 - Present

*Lewis & Stevens, San Diego, California*

Currently serving as the night supervisor for Lewis & Stevens, a luxury retail outlet of elegant ladies apparel. Managing the day to day evening operations of a \$21 million annual sales retail store. Common duties and key accomplishments include:

- Managing a team of 26 sales, shipping and receiving, inventory control, and human resources employees.
- Implementing and overseeing company standards for attendance, employment standards, safety, training, new hiring, and discipline.
- Communicating with delivery companies, vendors, suppliers, and accounts receivable with business partners.
- Successfully exceeded company standards for payroll percentage, sales, and workplace accidents for 18-consecutive months.

### Operations Manager

Jun 2015 - Jul 2017

*Jacques Penroy, Oceanside, California*

Served as Operations Manager for Jacques Penroy in Oceanside, California. Responsible for many daily, weekly, and monthly tasks including:

- Managing new hiring, payroll, employee scheduling, human resources, customer service, accounts receivable, travel, and facilities, P&L, and inventory control.
- Communicating with corporate leadership, vendors, shipping agents, customers, and new product suppliers.
- Increased sales by 14 percent from FY 2015 till 2016, 24 percent YTD in 2017 prior to leaving the company in July 2017.
- Maintained a less than 0.5 percent shrink level 2015, 2016, and 2017 - exceeding company goals by 0.2 percent each year.

## Education

### Bachelor's Degree - Business Administration

Sep 2011 - May 2015

*University of San Diego, San Diego, California*

## References

### Frank Jones

Jacques Penroy

*On Request*

### Tony Jones

FHL Incorporated

*On Request*

### Fernando Salinas

Chase Bank

*On Request*