

 (555) 123-4567

 debbie.smith@email.com

 Chicago, IL

EDUCATION

Bachelor of Science in Business Administration

University of Illinois, Chicago, IL

Graduated: May 2016

Certifications

- Certified Retail Manager (2023)
- OSHA Safety Certification (2021)

SKILLS

- Inventory management
- Staff scheduling & payroll
- Budgeting & cost control
- Leadership & team management
- Problem-solving under pressure
- Time management

AWARDS

- Awarded "Employee of the Month" for outstanding operational management and customer satisfaction in 2024.
- Successfully led a team that won a regional award for operational excellence in 2021.

DEBBIE SMITH

OPERATIONS RETAIL ASSISTANT MANAGER

PROFESSIONAL SUMMARY

Results-driven retail assistant manager with experience in optimizing store operations, increasing profitability, and ensuring smooth daily functions. Skilled in team management, inventory control, and sales forecasting, with a proven track record of improving operational efficiency and achieving sales targets.

EXPERIENCE

- June 2020 - Now

Operations Retail Assistant Manager

Target / Chicago, IL

- Lead daily store operations for a high-volume location, managing a team of 20 associates.
- Streamline inventory processes, reducing stock discrepancies by 15% over the past year.
- Increase store efficiency by implementing new operational workflows, cutting processing times by 10%.
- Train new employees on company policies and procedures, boosting onboarding success by 30%.
- Manage scheduling and payroll, ensuring labor costs stay within budget without compromising customer service quality.
- Enhance customer satisfaction by ensuring that operational processes supported efficient service and store appearance.

- March 2017 - May 2020

Retail Associate

Walmart / Chicago, IL

- Assisted with stock management and store displays, ensuring products were properly labeled and available for customers.
- Delivered excellent customer service, consistently meeting company standards.
- Supported promotions and campaigns, contributing to a 12% increase in sales during peak season.