**ASSISTANT MANAGER RESUME**

Dwight Thomas

123 Your Address

City, State, Zip Code

(xxx)-xxx-xxxx

your@email.com

**Profile Summary**

Assistant Manager with 10+ years of experience managing retail operations. Adept at implementing effective merchandising strategies, improving customer retention, and generating sales. Strong background in customer service, shrink control, and loss prevention.

**Professional Experience**

**TOYS “R” US, Wayne, NJ, Assistant Manager, November 20XX–Present**

* Develop and implement back-of-house policies and procedures, which includes the management and processing of trucks and merchandise to the sales floor
* Oversee inventory management tasks, store supplies, and front-end operations, including safe management and cash handling
* Administer all activities related to the store’s financial results, operational metrics, quality standards, and human resources management
* Work closely with the general manager to deliver a statewide phasing plan for efficiently moving merchandise every quarter
* Enhanced year-over-year orders growth from 75% to 96% (20XX-20XX)

**BABIES R US, Sterling, VA, Assistant Manager, August 20XX–September 20XX**

* Supervised daily operations of a busy store with sales of $5M annually
* Improved store’s operational effectiveness which increased profit by $100K
* Managed and trained 40 sales associates, 6 team leaders, and 2 support managers
* Applied effective sales plans, increasing total sales on average by 10% each year
* Ensured maximum client satisfaction, delivered exceptional customer service, and provided efficient management of all POS transactions
* Increased sales and control costs by evaluating financial/performance data and developing effective action plans

**Education**

CAMDEN COUNTY COLLEGE, Blackwood, NJ

Associates of Science in Business Administration, July 20XX

Honors: cum laude (GPA: 3.6/4.0)

**Skills**

* Expert in Microsoft Office (Word, Excel, and PowerPoint), Outlook, MS Access
* Strong organizational, planning, and communication skills