**MANAGER RESUME**

Paulette Applicant

123 Main Street, Anytown

CA, 12345

(555) 555-5555

paulette.applicant@email.com

**Education**

ST. JOHN'S UNIVERSITY, Smithtown, CA  
Bachelor of Arts, Business Management, January 20XX  
Graduated magna cum laude, 3.75 GPA, Dean’s List (every semester), Phi Eta Sigma National Honor Society

**Related Coursework**

* Managerial Strategy and Policy
* Management Information Systems
* Management and the External Environment
* Calculus with Business Applications
* Organizational Decision Making
* Systems Analysis

**Experience**

**THE SPACE STORE, Anytown, CA, MANAGER (August 20XX to present)**

* Work full-time as Manager tasked with facilitating day shift operations for a high-volume retail store.
* Before graduating, worked full-time while concurrently attending school.
* Schedule and supervise sales personnel and warehouse staff; address and resolve escalating customer service issues.
* Conduct regular inventories of stock to optimize supply levels and ensure ready availability of products to customers.
* Provide formal and one-on-one training to new sales associates.
* Assist employees with on-the-floor issues, from customer service to technical issues with the online sketching system.
* Manage and schedule personnel training for over 50 employees.
* Lead annual weekend orientation training retreat for 20-30 new employees.
* Co-created staff development plan offering training opportunities to encourage growth and increase responsibility.

**Skills & Activities**

**Technical Skills**

Excel, PowerPoint, Access, Prezi, Minitab, C, C++

**Activities**

Member of the Association of Management Training

Member of the St. John’s University Youth Development Association

Peer tutor in Macro Economics and Microeconomics