**RETAIL MANAGER RESUME**

Thomas Devis

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**EDUCATION**

(May 2016)

**AA in Business Administration,**

Johnson Community College

– Houston, TX

**KEY SKILLS**

* Expense Management
* Hiring & Training
* In-Store Logistic
* English and Spanish
* Problem solving
* Team leadership

**CERTIFICATIONS**

(May 2016)

**Retail Management Certificate Johnson Community College**

Retail manager with 6 years of experience in the clothing and accessories industry

Lead a team of 15 sales associates to drive sales and strengthen brand loyalty

Average $400,000+ in annual sales revenue

Named “#1 Store in the District” for producing yearly sales growth

**PROFESSIONAL EXPERIENCE**

**RETAIL MANAGER**

PACIFIC SUN – Houston, TX SEP 2020 – Present

* Exceeded annual sales forecast by $100,000 in first year as store manager
* Analysed sales data, including profit and loss statements, to compose a store budget that cut costs by 22%
* Developed a product processing system that expedited merchandising by an average of 3 days
* Plan and implement all seasonal floorlets to ensure they meet company standards and deadlines

**ASSISTANT MANAGER**

FOREVER 21 – Houston, TX JUN 2016–AUG 2020

* Supported the store manager to increase monthly sales revenue by 15%
* Recruited, hired, and trained 20+ associates, developing them into productive team members with excellent product knowledge
* Protected store assets and merchandise by adhering to company operation standards
* Coordinated schedules and training programs for the store’s 30-employee staff
* Awarded Employee of the Year award after filling in as manager in June and July of 2019