

Combination Resume Sample

Tanya SMITH

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Professional Objective and Profile

A self-motivated, creative Retail Sales Supervisor with an open mind to new ideas, seeking a Management position that will provide a challenging opportunity for personal growth while contributing to the company's objectives.

Management Accountability

- Key holder: independently open and close store with duties including; counting/installing/removing self-checkout cash boxes while being responsible for management of all staff and building operations during those times
- Inventory control: monitor existing purchase orders and decide which "hosts buys" and regular stock to order to maintain prescribed inventory volumes

Planning

- Hired to build/stock/co-ordinate the opening of 6 departments in a new concept store for Home Hardware. Currently supervising 4 departments
- Managerial team mate that met a tight Grand Opening deadline with a new concept store that was unfamiliar to seasoned managers
- Adept to changing corporate priorities while maintaining daily sales targets and quality customer service
- Identify opportunities to meet forecasted department sales plans

Problem Solving Abilities

- Responsible for organizing/testing Home Hardware's first drive-thru lumber department
- Handle volatile customer situations and find resolution in a timely manner by providing alternatives/substitutions with prompt client follow up
- Respond quickly to staffing issues by utilizing Supervisor Training Course guidelines and incorporating established techniques

Sales Experience

- Organize four departments to offer the customer the best shopping experience (i.e. attractive displays, knowledgeable staff, and proper price points)

This is a sample resume. All the information including but not limited to names and locations are fictitious. Use this sample at your own discretion.

- Effective use of product knowledge and sales skills to sell the customer “the complete project”
- Utilize proven methods of selling and brainstorm ideas with Management Team to develop innovative marketing/sales strategies to increase sales and profitability
- Researched and developed the theme for an international Parts website in 1995 to increase sales and market penetration, attracting international customers from as far away as the former USSR

Supervision/Training

- Monitor and report monthly/yearly associate reviews and ensure necessary training is completed
- Provide development coaching, sales role playing and associate performance improvement plans to ensure new and existing hires are meeting corporate expectations
- Authorize/amend computer generated staffing schedules to meet sales peaks and department priorities

Accomplishments

- Received an Excellence Award from Home Hardware’s Senior Management Team, recognizing 3 departments that made sales plan for 3 quarters in the opening year in Chatham
- Recognized for complete and excellent service via Home Hardware’s “Voice of the Customer”

Employment History

Home Hardware <i>Retail Sales Supervisor</i>	2005 - present Chatham, ON
Mr Lube <i>Service Consultant/Shop Supervisor</i>	2000 - 2005 Blenheim, ON
Navistar International Truck Assembly Plant <i>Assembly</i>	1996 - 2000 Chatham, ON

Education

Home Hardware <i>WHMIS</i>	2005
Ursuline College Chatham <i>Ontario Secondary School Diploma</i>	1984