

Name Surname | SALES INDUSTRY • MANAGEMENT LEVEL

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First Apparel • Accessories Wholesale Sales Management • Retail Store Manager

A results-orientated sales management professional with solid experience in sales operations, wholesale sales, retail management, customer service, as well as training and staff development. Excellent track record in recruitment, training and motivating staff to achieve sales and corporate objectives. Proven ability to drive new business through establishing strategic partnerships and building relationships with key decision-makers. Energetic and goal-oriented with a genuine passion for sales strategy and a well-rounded background in supporting a progressive organization in optimizing performance and growth. Offer an in-depth understanding of the sales cycle process and remain focused on customer satisfaction throughout all stages. Astute communicator and presenter adept at establishing rewarding relationships to benefit business growth. **Bilingual:** English, Japanese.

IT Literacy: Microsoft Word, Excel, and PowerPoint; a working knowledge of Adobe Photoshop and Illustrator.

KEY STRENGTHS

Sales & Revenue Generation
Account Management
Customer Relations Development
Market Research and Analysis
Business Outreach Strategies
Promotion and Sales Tactics

Customer Service Tactics
New Business Development
Competitive Market Growth
Effective Presentation Skills
Performance Management
Adaptability & Innovation

ADDITIONAL SKILLS

Leadership & Negotiation
Vendor Relations
Customer Satisfaction
Communication
Interpersonal
Computer savvy

PROFESSIONAL BACKGROUND

Company Name [Clothing store] – City, Country | **ASSISTANT MANAGER**

2011-Present

Assisting General Manager to manage staff schedule and administrative matters, including planning store seasonal merchandise purchases and promotions.

- Managing Vendors and Showroom representative regarding orders and shipments, as well as web development.
- Accountable for merchandise quality control and inventory management between stores.
- Addressing the customer's needs in all aspects of purchase, custom orders and monitor alterations and delivery; the store and over the phone; and managing website updates, and sales (Peter Elliot on Taigan website).

Key Accomplishments:

- Managed store technical vendors for technology, POS system and internet for 4 stores locations.
- Trained new staff and delegated tasks to staff as required by the general manager.
- Increased the store annual sales by **24%** between 2014 to 2015.

Company Name [Wholesale Apparel-Mens for New York, NY] – City, Country | **WHOLESALE SALES MANAGER**

2011

Oversaw and led workforce of high volume retail store/facility, managing its operations, including: sales and marketing, branding, hiring teams, training and development, inventory and ordering, customer service and client relations.

- Managed and supervised entire showroom department, including sales, customer service and bill collection.
- Analyzed past sales figures to set targets and enable sales-forecasting techniques.
- Analyzed sales figures – Utilized IT to record sales figures for data analysis and forward forecasts. Analyzed and interpreted trends to facilitate planning.
- Forecast volume of future sales to maximize profits.
- Played a key role in advertising sessions - Organized trade-shows, special events, exhibitions and displays.
- Promoted the company locally by communicating with local Social Medias, journals and the community in general.

Company Name [Clothing store] – City, Country | **STORE MANAGER**

2007-2011

Worked with Senior Management to establish and achieve sales and margin goals, propose operating budgets and monitor performance. Managed markdowns, purchase orders, invoicing, cash reconciliation, and inventory control.

Key Accomplishments:

- Planned store events, prepared and supervised events, participated in Madison Avenue BID events.

EDUCATIONAL BACKGROUND

INTERNATIONAL ENGLISH LANGUAGE INSTITUTE, Name College – City, Country
English as a second language [Advanced III]

1997

City School of Business Degree – City, Country

1995