

MANAGEMENT PROFILE

Seasoned manager with over five years of customer service focused experience. Strengths in strategic planning, motivation of staff, budgeting, employee development and marketing

CORE QUALIFICATIONS

<ul style="list-style-type: none"> • Sales and customer service • Performance Evaluations • Staff training/Development • Employee Scheduling • Policy/Program Development • Budgets 	<ul style="list-style-type: none"> • Inventory Control • Communication skills • Expense Control • Marketing • Consistently meet or exceed goals • Microsoft Word, Excel, PowerPoint
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PROFESSIONAL EXPERIENCE

Who Needs a Movie, Fort Collins, CO

Manager

8/20xx – present

- Reduced and controlled expenses by monitoring hours and allocating marketing budgets effectively
- Managed team of seven professionals including hiring, training and performance evaluations
- Trained, coached and mentored staff to ensure that all duties and goals were completed properly and efficiently
- Consistently met or exceeded sales goals and drove sales for the store
- Increased profits by 13% by developing, initiating and managing sales programs and new ways to drive sales

Beautiful You, Castle Rock and Fort Collins, CO

Manager/Beauty Consultant

1/20xx – 11/20xx

- Managed store inventory and floor displays for maximum sales volume
- Managed employees
- Brainstorming and implementing new marketing programs, driving promotions to meet and exceed sales goals

ADDITIONAL EXPERIENCE

Doggy Daycare, Denver, CO

Dog Supervisor

4/20xx – 7/20xx

- Trained new employees in care and behavior evaluation of dogs

EDUCATION

Colorado State University, Fort Collins, CO

Bachelor of Science, Psychology; Minor, English Graduation: August 20xx

VOLUNTEER EXPERIENCE

Animal House Rescue, Fort Collins, CO, Canine Foster Parent

20xx

Ride Gentle, Smith, CO, Therapeutic Riding Volunteer

20xx – 20xx

Train Your Dog The Easy Way, Fort Collins, CO, Animal Evaluator

20xx – present

Hall Council, Vice President/Secretary

20xx – 20xx