**RETAIL MANAGER RESUME**

**SUMMARY**

* 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**

**Pacific Sun wear**Retail Manager, Houston, TX, 20XX–present

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

**Forever 21**Assistant Manager, Houston, TX, 20XX–20XX

* 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 20XX.

**EDUCATION**

**(May 2016) AA in Business Administration**  
Johnson Community College  
Houston, TX

**KEY SKILLS**

* Expense Management
* Hiring & Training
* In-store Logistics
* English & Spanish
* Problem solving
* Team Leadership

**CERTIFICATIONS**

(May 20XX) Retail Management Certificate  
Johnson Community College