

# MAXINE GREY

ASSISTANT MANAGER

## Career summary

A dynamic and enthusiastic individual who is a natural leader and completely career focused. With her superb communication skills and ability to think on her feet, Maxine will be an ideal ambassador for your business and its ethics. She has superb managerial and leadership skills, and is more than able to build up a business within established company standards, policies and procedures. She has the drive and ambition to take her career to the next level, and is now looking to join a company that promotes from within and rewards people for achievement.

## Work experience

### Retail Store

ASSISTANT MANAGER June 2008 – Present

Responsible for assisting the manager with the day to day operational running of the store. In charge of dealing with any customer queries, and managing stock levels etc.

- Deputising in the manager's absence.
- Supporting and advising staff when they are in difficulty.
- Promoting sales growth and profits.
- Report incidents to the general manager.
- Identifying and resolving stock deficiencies.
- Reporting any issues of concern to senior managers.
- Reporting staff hours to the Payroll department.
- Driving a sales culture within the store.
- Making sure all administrative functions operate at the highest levels.
- Reviewing customer feedback and then suggesting ways to improve processes and service levels.
- Managing professional relationships with suppliers.

### Clothes Shop

TRAINEE MANAGER July 2006 – May 2008

## Academic qualifications

Nuneaton University 2003 – 2006

BA Retail

Nuneaton College 2001 – 2003

A levels Maths (A)  
English (B)  
Geography (A)  
Physics (D)  
Accounting (B)

## Key skills

### AREAS OF EXPERTISE

- People development
- Delegating tasks
- Problem solving
- Leadership skills
- Decision making
- Supervising
- Retail management
- Administration skills

### MANAGEMENT SKILLS

- Ability to excel in a commercially focused environment.
- Motivating and coaching teams to deliver excellent results.
- Strong commercial awareness.
- Inventory management processes.
- Strong ability to drive service and sales.
- Able to make things happen fast.
- Encouraging customers to sign up for store cards.
- Upholding outstanding levels of customer service and operational standards.
- Retail experience from within a high street retailer.
- Identifying and managing continuous improvement projects.
- Prioritising and delegating tasks.
- Superb coaching and development skills.

### PERSONAL SKILLS

- Self confident & able to show plenty of initiative.
- Career-minded and professional at all times.
- Superb decision making & judgement skills.
- Excellent verbal & written communication skills.
- Self starter who is able to work on their own initiative.
- Energetic and ambitious with a big personality.
- Taking responsibility for personal development and actively seek opportunities for improvement.
- Strong sense of responsibility and desire to get things done properly.
- Can work to budgets and deadlines.
- Self motivated with a 'can do' attitude.

### REFERENCES

Available on request.

### CONTACT DETAILS

Maxine Grey

Dayjob Ltd, 120 Vyse Stree Birmingham B18 6NF

T: 0044 121 638 0026 - E: info@dayjob.com



**Copyright information - Please read**

© This Assistant Manager resume template is the copyright of Dayjob Ltd 2013. Job seekers may download and use this particular resume example for their personal use to help them write their own one. You are also most welcome to link to any page on our site [www.dayjob.com](http://www.dayjob.com). However this CV template must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this template please email: [info@dayjob.com](mailto:info@dayjob.com).