

Maxine Curry

Sales Supervisor

AREAS OF EXPERTISE

Identifying prospective clients

Replenishing stock

Fitting Rooms Service

Shop floor replenishment

Customer outfitting

Retail sales

PROFESSIONAL

Fluent in French

First Aider

PERSONAL SKILLS

Loyal

Determined

Focused

Hard working

CONTACT

*Maxine Curry
Dayjob Ltd
The Big Peg
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*Driving license: Yes
Nationality: British*

PERSONAL SUMMARY

A determined Sales Supervisor who is constantly looking for new opportunities and ways of working that will create a better business. Maxine is organised, analytical, with excellent attention to detail and a strong customer service ethos. She is able to meet and exceed customers' expectations every time. As a true professional she works hard to know who her competitors are and what they do in the market. Right now she would like to join a company that strongly supports professional development and career progression and encourages its employees to gain professional qualifications.

WORK EXPERIENCE

Company name – Birmingham

SALES SUPERVISOR Jun 2013 – Present

Responsible for driving results by providing direction, support and guidance to the sales team in the areas of sales, revenue generation and cost control.

Duties:

- Achieving sales targets set each month by the senior Sales Management team.
- Hiring, developing and retaining talent within the store.
- Complying with all legal compliance issues and procedures.
- Managing enquiries through the entire buying process.
- Following all enquiries through to contract or close.
- Ensuring that product deliveries and movements are processed according to Company stock management guidelines.
- Performing any ad hoc duties deemed appropriate by the Company Directors.
- Implementing internal sales process improvement initiatives.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Have high sense of urgency and able to make effective decisions in a timely manner.
- A highly professional telephone manner and effective at managing difficult callers.
- Identifying daily tasks that need to be done and delegating them through effective communications.
- Building professional relationships with all sales staff.
- Communicating key messages to team members.
- Meeting and exceeding all agreed performance objectives.
- Extensive sales and customer service supervisory experience in the service sector.
- Patient and calm under pressure.
- Possessing a high level of drive and determination.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Retail Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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