

JOHN DOE
123 Main Street
City, State 11111
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email@email.com

OBJECTIVE: HR / Safety Coordinator

QUALIFICATIONS SUMMARY:

Results-driven professional with over 16 years of managing employee performance. Interview and placement of new hires in any given position. Trained and implemented policies and procedures set forth by the company. Excellent communication, organization, time management, presentation skills and willingness to be a part of a high-performing team. PC proficient.

PROFESSIONAL EXPERIENCE

ABC Company 2001-Present

Hardlines

Manager: 2011

- Merchandise products based on sales, presentation and store layout.
- Implement monthly safety training.
- Continuous coaching on proper procedures.

Assistant Front End Manager: 2009-2011

- Took part in physical inventory of the building twice a year.
- Handled employee counseling and appreciation notices.
- Handled member suggestions and complaints.
- Assisted all departments in the building at any given time.

Front End Supervisor: 2004-2009

- Supervised cashiers.
- Organized employees work schedules.
- Assisted membership desk.
- Audited member returns.
- Handled member suggestions and complaints.
- Troubleshooted registers as needed.

Membership Assistant:

2003-2004

- Entered new memberships and renewals into system.
- Assisted members with returns and product search.
- Entered member suggestions and complaints.

ABC Company

2000-2001

Office Manager:

- Responsible for accounts payable, accounts receivable and payroll.
- Assisted customers with orders.
- Handled customer and employee complaints.
- Ordered supplies.

ABC Company

1999-2000

Assistant Manager:

- Responsibilities involved merchandising product for any given holiday and sale.
- Balance previous day's figures.
- Order product and supplies.
- Follow policy and procedures on packing product.
- Hired and trained new employees.

ABC Company

1996-1999

First Assistant Office Manager:

- Prepared a daily cash flow report.
- Investigated and attempted to collect on, situations involving checks returned due to nonsufficient funds.
- Matched daily invoices with items received.
- Resolved problems encountered during the receiving of merchandise.

Manager Trainee:

- Evaluated several retail, financial and inventory management reports.
- Checked in special orders and stocked customer service areas.
- Resolved problems encountered during receiving of merchandise and with accounts payable.

EDUCATION/COMPUTER SKILLS

**Bachelor of Science,
Management**

1996

State University, City, State with a minor in Human Resource Management.

Windows: Word, Outlook, PowerPoint and Excel. AS400.