
Bookstore Manager Resume

Job Objective

To obtain a position as Bookstore Manager with a small but dependable company where my experience can be beneficial in the growth of company.

Highlights of Qualifications:

- Huge experience in managing work of a bookkeeper manager in a retail environment
 - Wide knowledge of retail business and associated promotional activities
 - Profound knowledge of retail merchandising
 - Wide knowledge of purchasing procedures
 - Immense ability to resolve all problems
 - Ability to direct all operations of a bookstore
 - Exceptional ability to interpret financial statements
 - Outstanding skills to train and supervise working of staff
 - Ability to compute rate, ratio, and percent
 - Proficient in providing exceptional levels of customer service
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Professional Experience:

Bookstore Manager

Santa Monica College, Lakeside Village, TX

October 2008 – Present

- Administered everyday working of bookstore operations and maintaining inventory of same.
- Monitored general sales for various products and associated general supplies.
- Trained and supervised efficient working of all bookstore employees.
- Ensured customer satisfaction even at times of peak distribution.
- Managed store inventory and maintained records of account receivables.
- Maintained effectiveness of work and managed all customer issues and refunds.
- Assisted departments in maintaining a neat and clean work.
- Observed all department policies and procedures in work.

Bookstore Coordinator

Full Sail University, Lakeside Village, TX

August 2003 – September 2008

- Coordinated with students and academics account and made required purchases for bookstore.
- Maintained records of all publishers and contact information files.
- Managed inventory of books and made purchase orders as required.
- Ensured balancing of cash drawer at end of every working day.
- Monitored books coming into store and maintained records of price.
- Evaluated financial aid packaging for performing book clearance as required.

Bookstore Clerk

ASU Bookstore, Lakeside Village, TX

May 1998 – July 2003

- Managed all merchandise requests received by customer and ensured completion.
 - Maintained records of cash amount in register at end of every shift.
 - Determined prices for materials and calculated all sale discounts.
 - Monitored inventory of stocks and kept records of sales.
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Education:

Bachelor's Degree in Business – Management

Pfeiffer University, Misenheimer, NC

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