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## College Bookstore Manager Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- Experience in providing optimal customer services in retail industry
  - Operational knowledge of Microsoft Office applications
  - Deep knowledge of domestic shipping and freight carriers
  - Ability to forecast budget and cash transactions
  - Ability to provide training to cashiers
  - Ability to resolve all issues efficiently
  - Ability to supervise working of others
  - Proficient to lift weight and work independently
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### Professional Experience:

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College Bookstore Manager  
William Rainey Harper College, Penasco, NM  
October 2008 – Present

- Provided optimal level of customer services for distribution services.
- Monitored store inventory and managed all receivables.
- Administered all customer issues and inquiries and provided response for it.
- Ensured compliance to all policies and procedures.
- Maintained neat and clean work area at all times.
- Provided training to new employees for activities.
- Performed extended hours at beginning of term.

Bookstore Assistant  
Keiser Career College, Penasco, NM  
August 2003 – September 2008

- Supervised working of student cahiers and managed customer service operations.
- Provided training to all cahiers and scheduled work for staff.
- Maintained record of all bookkeeping activities on computers.
- Prepared sales statistics and maintained record of all bank deposits.
- Monitored inventory of all supplies and placed purchase orders.
- Streamlined all cash processing procedures and recommended changes.

Bookstore Clerk  
Roanoke College, Penasco, NM  
May 1998 – July 2003

- Provided optimal level of customer services to all students and faculty.
  - Managed and processes all student payments and maintained accuracy.
  - Ensured compliance to all SOX policies and procedures.
  - Organized, received and stocked all book for sales.
  - Performed regular review on internal audit and maintained cash controls.
  - Coordinated with vendors to purchase and stock books.
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### Education:

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Bachelor's Degree in Business Administration  
LeTourneau University, Longview, TX

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