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# NON RETAIL SALES SUPERVISOR RESUME

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## Summary:

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An enthusiastic individual who has over 10 years of experience as a supervisor; has the ability to handle operations, warehouse control and logistics warehousing; a very dependable person with an innate ability to perform work of high standards; an effective team leader with abilities in management of resources that contribute to productivity yield; ensures on-time deliveries and accurate data gathering and management; works with minimal supervision, can adapt to changing and inter-cultural environments; maximizes budgets and handles production considering strict time constraints, without compromising quality of work; excellent interpersonal skills and is able to communicate and collaborate effectively with co-workers from all levels

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## Professional Experience:

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Non-Retail Sales Supervisor January 2007 – Present  
Jones Electronics Store, New York

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## Responsibilities:

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- Resolved customers' issues and ensured all customer service are satisfactory.
- Conducted inventory reports and reordered stocks to ensure continuous sales of goods.

Non-Retail Sales Supervisor May 2004 – December 2006  
Clarens Optical Shop, New York

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## Responsibilities:

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- Supervised the performance of the sales team to maintain increasing sales of products of the company.
- Evaluated the sales performance of the company and provided the team with assistance in planning strategies.
- Ensured high standards of customer service and regularly trained staff handling the service.
- Visited regularly the stores to ensure business is running smoothly.
- Prepared monthly reports on the performance of sales in order to forecast the percentage increase for next month's sales.

Supervisor Assistant February 1999 – May 2004  
Clarens Optical Shop, New York

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## Responsibilities:

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- Resolved customers' issues and ensured all customer service are satisfactory.
- Conducted inventory reports and reordered stocks to ensure continuous sales of goods.

Non-Retail Sales Supervisor May 2004 – December 2006  
Clarens Optical Shop, New York

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## Education:

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Masters Degree in Economics, University of Arizona, 1999  
Bachelor of Science in Business Management, University of Arizona, 1997

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## Skills/Certifications:

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- Strong leadership and teamwork attributes
  - Excellent time management skills
  - Proficient in computer skills
  - Knowledge in performance issues of fuels and materials
  - Ability in assessing the safety regulation of the nuclear plant
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## Associations/Organizations:

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American Registry of Radiologic Technologists, Member  
American Society of Radiology, Member

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