
Retail Administrator Resume

Job Objective

To be given an opportunity to exhibit my Retail Administrator skills and use my knowledge to contribute to the growth of the organization.

Highlights of Qualifications:

- Highly experienced as Retail Administrator
 - Huge knowledge of working in retail store
 - Deep knowledge of retail management
 - Familiarity with accounts
 - Amazing ability to manage independently
 - Outstanding ability to multitask
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Professional Experience:

Retail Administrator
SmartPak Equine LLC, Land O Lakes, WI
November 2007 – Present

- Formulated pricing reports and Retail Bulletin.
- Acted as liaison to retail personnel.
- Coordinated with Director of Retail Operations.
- Evaluated hourly retail time sheets.
- Handled incoming mail and formulated outgoing mail.

Retail Administrator
Lowe's, Land O Lakes, WI
December 2003 – October 2007

- Managed Retail Department tasks.
 - Executed related duties and special projects.
 - Authorized to Director of Retail Operations.
 - Coordinated with all branch personnel.
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Education:

Associate Degree in Applied Business
Kankakee Community College, Kankakee, IL

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