
STORE ASSISTANT RESUME

Objective:

Seeking the position of Store Assistant.

Summary of Skills:

- A great deal of experience in retail store management
 - Strong skills to promote products and services
 - Remarkable ability to drive sales and train associates in overcoming customer objections
 - Solid skills to create customer-focused environment
 - Ability to lift and carry a minimum of 50 lbs
 - Ability to work at least 45 hours per week
 - Great ability to maintain stores during nights
 - Strong decision-making and problem resolution skills required
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Work Experience:

Store Assistant, August 2005 to till date
JPMorgan Chase, McLean, VA

- Ensured the store opens and closes at the appropriate time and adhered to procedures.
- Coordinated with vendors to arrange basic products required for store.
- Ensured to merchandise the seasonal and non-seasonal aisle.
- Performed store-related duties such as maintaining quality, adverts and cost changes of products.
- Collected ordered goods from vendors and manufacturers.
- Verified accuracy of vendor invoice information and computed relevant data.
- Prepared the retail store for physical inventory by ensuring merchandise on the sales floor
- Ensured that the stock room is in order and easy to access.

Store Assistant, May 2000 to July 2005
Nike, Inc., McLean, VA

- Assisted the store manager in operating the retail store; and routine administration.
 - Advised store manager of personnel situations and policy violations effecting store operations.
 - Conducted preventive store maintenance and basic repairs.
 - Maintained store to provide safe and pleasant visit to clientele and associates.
 - Maintained spacing, cleanliness and orderliness of cashier lanes.
 - Initiated to prioritize, organize, delegate, and follow up on assigned shift tasks.
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Education:

Associate Degree in Accounts, Palm Beach Community College, Lake Worth, FL

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