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## Thrift Store Manager Resume

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### Job Objective

Seeking the opportunity to fill Thrift Store Manager Position with a growing organization.

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### Highlights of Qualifications:

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- Wide experience of managing cash register and supervising sales of retail store
  - Expertise in managing retail store
  - Exceptional knowledge of sales and cash handling
  - Profound knowledge of managing retail unit
  - Outstanding ability to manage multiple projects and meet required deadlines
  - Immense ability to develop reports and procedure manuals
  - Remarkable oral communication skills
  - Skilled to perform basic math
  - Familiarity in operating Point of Sale equipments
  - Proficient in handling all queries on phone
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### Professional Experience:

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#### Thrift Store Manager

Sertoma Centre, Inc., Rio Grande City, TX

October 2008 – Present

- Managed merchandise in projects and monitored all store operations.
- Trained staff in managing store and supervised work.
- Established good working relationships with customers.
- Monitored merchandise and maintained high standards for products.
- Determined changes to be made on show window to made store more attractive.
- Assisted management in selecting appropriate candidates.
- Developed marketing strategies to generate more sales.
- Executed close out process on cash register and prepared bank deposit slips for store.

#### Thrift Store Associate

Crossroad Gift & Thrift, Rio Grande City, TX

August 2003 – September 2008

- Monitored work of employees and maintained an attendance sheet for staff.
- Assisted customers in all services and answered client queries.
- Maintained store cleanliness and ensured compliance with safety regulations.
- Developed daily work plan for staff in coordination with supervisor.
- Initiated trainings for Lifelong Building trainings and actively participated in same.
- Coordinated with supervisors and volunteers and managed all work.

#### Thrift Store Clerk

SOS, Rio Grande City, TX

May 1998 – July 2003

- Assisted in selecting appropriate sell merchandise.
  - Coordinated with Store Manager and maintained inventory of stocks.
  - Managed all inquiries made by customers and ensured resolutions for all request.
  - Ensured work according to store policies.
  - Maintained store and ensured customer flow to it.
  - Monitored and determined safety measures in store and ensured its compliance with government regulations.
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### Education:

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Bachelor's Degree in Business Administration

Columbia University, New York, NY

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