

# JESSICA SMITH

ASSISTANT MANAGER

123 N Main / Ogden, UT

801-123-4567

JessicaSmith@email.com

## OBJECTIVE

Accomplished Assistant Manager with in-depth experience consistently rising through ranks. Well-versed in sales, personnel management, accounting and inventory management. Dedicated to complete knowledge of company products and services for optimized customer service.

## EDUCATION

Weber State University / Ogden UT  
2009 Graduate  
Sales and Marketing

Ogden High / Ogden UT  
2005 Graduate  
4.0 GPA  
Academic All State  
Honor Roll

## KEY SKILLS

Marketing  
Project Management  
Budget Planning  
Social Media  
Planning

## EXPERIENCE

*June 2015 - Present*  
Assistant Manager • TJ Maxx

- Strengthened merchandising and promotional strategies to drive customer engagement and boost sales.
- Conducted weekly staff meetings to motivate staff members, address concerns and questions, plan improvements, and evaluate progress toward goals.

*December 2009 – June 2015*  
Sales Consultant • TJ Maxx

- Worked closely with shift manager to solve problems and handle customer concerns.
- Contributed to design and setup of merchandise displays promoting key products, creating aesthetically pleasing arrangements to attract customer attention.

## COMMUNICATION

Oversaw professional social media messaging through content development, follower engagement, social listening, trend analysis and by leveraging competitor research.

## LEADERSHIP

Developed loyal and highly satisfied customer base through proactive management of team customer service strategies.

## REFERENCES

Jane Doe / 801-222-3456  
John Doe / 801-333-3456