



Michael Jones

Efficient assistant manager skilled in fast-paced retail environments

Proficient in daily operations, staff scheduling, and inventory control to ensure optimal customer satisfaction and store performance.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 City, ST

KEY SKILLS

- Shift scheduling
- Cash handling
- Vendor coordination
- Loss prevention
- Staff training

PROFESSIONAL EXPERIENCE

Assistant Manager | QuickStop Convenience Store, Dallas, TX | January 2018 – Present

- Reduced shrinkage by 18% through enhanced inventory tracking and staff training programs
- Improved shift efficiency by creating optimized schedules for a team of 10 employees
- Boosted sales by 15% by launching local marketing initiatives

Shift Supervisor | GoMart, Fort Worth, TX | June 2015 – December 2017

- Monitored daily operations, ensuring smooth transitions between shifts and high customer satisfaction
- Managed cash deposits totaling \$20,000 daily with zero discrepancies

EDUCATION

Associate Degree in Business Management

Dallas Community College, Dallas, TX | May 2015