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# Jane Smith

**Detail-oriented assistant manager with expertise in luxury retail operations and customer engagement**

An experienced professional with nine years in high-end jewelry sales. Skilled in inventory management, team training, and driving customer satisfaction in a competitive retail environment.

## CONTACT INFORMATION



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

## EDUCATION

- Bachelor of Science in Business Administration | May 2013

University of Florida | Gainesville, FL

## KEY SKILLS

- Customer retention strategies
- Luxury sales techniques
- Inventory management
- Team leadership
- Visual merchandising

## PROFESSIONAL EXPERIENCE

**Assistant Manager** | Diamond Dreams Jewelry, Miami, FL  
June 2016 - Present

- Increased revenue by 20% by implementing targeted upselling techniques for high-value customers
- Trained a team of six sales associates, improving individual performance and overall team efficiency
- Managed inventory worth over \$2 million, reducing discrepancies by 15%

**Sales Associate** | Luxe Jewelry Boutique, Tampa, FL  
May 2013 - May 2016

- Provided excellent customer service, leading to a 30% increase in repeat clientele
- Assisted in-store promotions, contributing to a 25% boost in holiday sales