
Meredith MBA Student

601 Maple Drive • Raleigh, NC 27777 • 919-555-5555 • meredithMBA@email.meredith.edu

Over five years of results-oriented experience in corporate environments. Fast-track promotion based on achievements in sales, profitability, customer service, project design, training, employee motivation and recruitment. Won numerous sales awards against significant competition. Consistently meet or exceed both individual and store sales goals and performance objectives. Analyzed P&L, managed budgets and provided leadership through human resource functions. Innovative, forward-thinking, and proactive, with outstanding problem-solving, communication, analytical, and follow-through skills.

PROFESSIONAL EMPLOYMENT

PHILLIPS-VAN HEUSEN CORPORATION, Morrisville, NC

20xx–20xx

District Training Manager, General Manager Geoffrey Beene (20xx–20xx)

General Manager (20xx–20xx)

Assistant Manager (20xx–20xx) **Floor Supervisor, part-time** (20xx–20xx)

Oversee and lead sales training for managerial staff in 11 stores in the district. Train managers and assistant managers in advanced selling, customer service skills, product knowledge, and store operations. Provide leadership and tactical execution in delivering strong financial performance. Manage P&L, sales, forecasting, customer service, merchandising, staffing, scheduling, promotions, advertising, and operations for store with \$900,000+ in annual sales and 10 employees.

Project Management

- Won “**Push Pin Award**” in April 20xx for outstanding teamwork and leadership in 3 stores that had a temporary manager shortage. Traveled to stores in NC and NY to provide guidance, training, and operational expertise to ensure stores met goals.
- Reduced shrinkage from 3.4% to .2% in less than 2 years.
- Observed and analyzed buyer and market trends. Reported information to corporate buyers to better position products and improve sales.

Training

- Promoted to high-profile district training management position because of demonstrated skill in turning around underperforming stores, executing market and business plans, recruiting top talent, and building high-performing teams.
- Instituted new recruiting tactics to access talent from local colleges.
- Trained Store Managers who have become an integral part of the district's success.

Marketing/Sales

- Boosted monthly volume by 33% in 20xx during an annual promotional event.
- Conceptualized strategies and provided decisive leadership that reversed declining sales performance from -5% annually to +7% and increased EBIT from 12% to 22%.
- Devised and implemented visual merchandising strategies that improved store appearance and increased customer traffic.

EDUCATION

MEREDITH COLLEGE, Raleigh, NC

MBA expected graduation December 20xx

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC, 20xx

B.S., Business Management

French Minor

Computer Skills: Word, Excel, PowerPoint, Outlook, Lotus Notes
