**Joshua W. Thomas**

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**Career Objective:**

To obtain an assistant manager position with “Charming Retail Store,” and handle human resources and administrative functions as well as enforce discipline in employees.

**Summary of Skills:**

* Strong experience of retail management experience
* Skilled in taking and maintaining inventory stock
* Ability to manage and lead a team of 60 employees
* Skilled in solving customers' and employees' problems
* Skilled in handling scheduling and payroll duties
* Excellent computer, communication, and interpersonal skills

**Work Experience:**

Assistant Manager

Welcome Store, Greer, SC

October 2014 - Present

* Handling responsibilities of the business performance of the retail store
* Analyzing and planning stores sales levels and profitability
* Hiring and training employees in how to handle customers and display products
* Planning, and managing operations costs and controlling unwanted expenses
* Preparing strategies for promoting and marketing the store in the neighborhood
* Greeting customers and solving their problems as well as employees' grievances
* Scheduling shifts, managing payroll, and deciding salary hike and promotion of employees

Assistant Manager

Jubilee Retail Store, Greer, SC

February 2013 - September 2014

* Assisted the store manager in taking stock and maintaining inventory
* Reviewed employees' performance and provided them with monthly sales target
* Assisted in setting up goals for the store and the employees and provided support in meeting them
* Coordinated with vendors, wholesalers, and manufacturing companies for ensuring no shortage of goods in the store
* Contributed in the development and maintenance of good image of the store by providing high class customer service
* Conducted sales team meeting and discussed feedback with them collected from customers
* Maintained safety, and hygiene of the store and built an encouraging work environment

**Education:**

* Bachelor's Degree in Retail Management  
  ABC University, Greer, SC  
  2012

**Reference:**

On request.