

SUMMARY

- Experienced sales and marketing professional with expertise in business administration.
- Proficient in coordinating client support services ensuring high customer satisfaction rates.
- Expert at all aspects of coordinating and supervising employees.
- Effective in budgeting, payroll administration, and inventory management.
- Versatile problem solver with effective project management skills.

PROFESSIONAL EXPERIENCE

Strate Company, LLC, Chatsworth, GA

Sales Manager • 2014 – Present

- Coordinate with other departments on sales programs resulting in the sales increase by 48% within 2 years after employment.
- Research new market opportunities and coordinate the development of sales and marketing programs to penetrate the assigned regions.
- Provide guidance for selling initiatives and activities; manage resource deployment and oversee customer interactions.
- Supervise sales associates to improve service level and boost sales.
- Assist with preparing budgets and reviewing reports.

Brigga Company, Chatsworth, GA

Assistant Manager • 2009 – 2014

- Administered payroll and prepared profit and loss statements; assisted with other accounting operations of the company as requested.
- Assisted in administering the programs; initiated the implementation of process improvement tools to improve efficiency.
- Acted as a general manager (in the absence of one) to direct all operations.
- Provided administrative support to the general manager through preparing reports and ensuring proper inventory control.

Thor Clothes, Chatsworth, GA

Sales Associate • 2004 – 2009

- Received The Best Salesman Awards in 2006, 2007, and 2009 for exceeding sales goals.
- Organized store displays and developed marketing programs to boost sales.
- Assisted clients in selecting and obtaining merchandise, ensuring friendly environment and customer support.
- Rang up sales on register and handled cash along with other types of payment.
- Controlled cash shortages and selling expenses; monitored floor stock.

EDUCATION

The University of Georgia, Athens, GA

- **Bachelor of Science in Business Administration**

The University of Georgia, Athens, GA

- **Associate of Science in Business Administration**

OTHER SKILLS

- MS Office Suite (Word, Excel, PowerPoint)
- Analytical Thinking
- Communication Skills
- Decision making
- Creativity
- Flexibility

