

Sample Chronological Resume

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OBJECTIVE:

A retail management position where demonstrated skills in sales and marketing and enthusiasm for innovation will be used for improving customer service and expanding department profitability.

SUMMARY OF QUALIFICATIONS:

Five years of progressively responsible experience in all phases of retail sales and marketing with major discount stores in culturally diverse metropolitan areas. Annually improved profitability by 15 percent and consistently rated in top 10 percent of workforce.

EXPERIENCE:

Sales Manager, SmartMart, Sunnyvale, CA 2008 - Present

Manage four departments with annual sales of nearly \$8 million. Hire, train, and supervise a culturally diverse workforce of 14 full-time and 6 part-time employees. Organize displays, develop new marketing approaches, coordinate customer feedback with buyers in upgrading quality of merchandise, and have improved customer service resulting in a 25 percent increase in annual sales. Received "Outstanding" performance evaluation and "Employee of the Year" award.

Assistant Buyer, Shop 'n Save, Campbell, CA 2006 - 2008

Maintained inventory levels for three departments with annual sales of \$5 million. Developed more competitive system of vendor relations that reduced product costs by 5 percent. Incorporated latest product and merchandising trends into purchasing decisions. Worked closely with department managers in maintaining adequate inventory levels for best-selling items.

Salesperson, Jewelry Zone, Los Angeles, CA 2004 - 2006

Responsible for improving sales with annual sales of \$1.5 million. Reorganized displays and instituted new "Ask an Expert" system for improved customer relations. Sales initiatives resulted in a 20 percent increase in annual sales. Cited for "excellent customer relations" in annual performance evaluation.

EDUCATION:

San Jose State University, San Jose, CA
B.A., Psychology, 2004

Earned 80 percent of educational expenses while working part-time and maintaining full course load.