Paulette Applicant

123 Main Street • Anytown, CA 12345 • (555) 555-5555 • paulette.applicant@email.com

EDUCATION

**ST. JOHN'S UNIVERSITY**, Smithtown, CA
Bachelor of Arts, Business Management, January 2021
Graduated *magna cum laude*, 3.75 GPA, Dean’s List (every semester), Phi Eta Sigma National Honor Society

**RELATED COURSEWORK**

Managerial Strategy and Policy, Management Information Systems, Management and the External Environment, Calculus with Business Applications, Organizational Decision Making, Systems Analysis

EXPERIENCE

THE SPACE STORE, *Anytown, CA*
**MANAGER (**August 2020 to present)

Work full-time as Manager tasked with facilitating day shift operations for a high-volume retail store. Before graduating, worked full-time while concurrently attending school. Schedule and supervise sales personnel and warehouse staff; address and resolve escalating customer service issues. Conduct regular inventories of stock to optimize supply levels and ensure ready availability of products to customers. Provide formal and one-on-one training to new sales associates. Assist employees with on-the-floor issues, from customer service to technical issues with the online sketching system.

* Manage and schedule personnel training for over 50 employees.
* Lead annual weekend orientation training retreat for 20-30 new employees.
* Co-created staff development plan offering training opportunities to encourage growth and increase responsibility.

SKILLS & ACTIVITIES

**TECHNICAL SKILLS**

Excel, PowerPoint, Access, Prezi, Minitab, C, C++

**ACTIVITIES**

* Member of the Association of Management Training
* Member of the St. John’s University Youth Development Association
* Peer tutor in Macro Economics and Micro Economics