



# Henrietta Mitchell

RETAIL MANAGER

## Contact Details

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123 Anywhere Street, Any City, State,  
Country 12345

## Skills

- Inventory
- Stocking and Restocking Shelves
- Window Displays
- Merchandising
- Purchasing
- Shipping
- Listening to and Solving Customers' Complaints
- Point of Sale (POS) Systems
- Relationship Building
- Cash Management
- Math Skills
- Price Markdowns

## Professional Summary

A Retail Manager with excellent skills demonstrated by years of experience. Motivated and enthusiastic to foster a great learning atmosphere.

## Work Experience

### RETAIL OFFICE MANAGER

Bob's Discount Furniture • 2014 - Present

- Oversaw the timing of the stock orders to maximize key trading periods and factor in the lead times and IP rights involved
- Developed strong relationships through open communication and effective leadership

### RETAIL OFFICE MANAGER

Drew Inc • 2011 - 2014

- Motivated, coached and developed office teams to improve key performance areas via constant interaction and communications
- Responsible for overall success and operations of the retail office and cafe

## Academic Profile

### UNIVERSITY OF PINK LAKE

Bachelor of Elementary Education, 2012

- President of University of Pink Lake's Student Writing Organization
- Editor for The Pink Lake Newsletter
- Volunteer Teacher for the Pink Lake Helpers

### SAN DIAS ACADEMY

Graduated Class of 2008

Valedictorian

- President and Founder, Tutoring Club
- Student Council President
- Debate Team Vice President
- Part of the Varsity Swimming Team and Rugby Team