

Amanda Stone

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Seeking a challenging job that utilizes and further sharpens my skills, and where I can express my thoughts and ideas for the growth of the company. Work in a company where my management skills can be put to use and further developed. Further use my Accounting and Business knowledge in a professional setting.

Authorized to work in the US for any employer

Work Experience

Store Manager

Claire's - Colorado Springs, CO

February 2016 to Present

- Open/Close store
- Check in almost daily inventory shipments
- Handle exchanges, returns, and complaints
- Complete weekly paperwork to analyze current standings against rest of company and individual location goals
- Order and check in store supply orders
- Post, Interview, Train, and Coach team
- Put together new store maps and implement them every 13 weeks

Sales Associate

Christal's - Colorado Springs, CO

August 2015 to October 2015

- Open/Close store
- Check in bi-weekly inventory truck
- Help customers, answer questions, provide information

Accounting Assistant

SWITS - Delavan, WI

November 2013 to April 2015

- Help schedule and file paperwork
- Prepare and handle accounts receivables
- Manage bi-weekly timecards and pay of independent contractors

Photo Center Specialist/Electronics Associate

Walmart - Delavan, WI

June 2012 to November 2013

- Complete operation knowledge of the photo department
- Activation of pre-paid and contract cell phone plans
- Manage inventory of cell phones, Apple products, and photos

Education

Bachelor's in Business/Accounting

University of Phoenix - Phoenix, AZ

2009 to 2012

Skills

- Store Management Experience
- Accounting
- Bank Reconciliation
- Merchandising
- Management
- Payroll
- Office Management
- POS
- Planograms
- Recruiting
- Customer service
- Time management
- Retail sales
- Retail management