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OBJECTIVE: To obtain a position that will enable me to utilize my attention to detail with accuracy, and express my positive attitude and responsibility.

SUMMARY OF QUALIFICATIONS

- instruct staff on how to handle difficult and complicated sales
- hire, train, and evaluate personnel in sales or marketing establishments, promoting or firing workers when appropriate
- communications audits
- examine merchandise to ensure that it is correctly priced and displayed and that it functions as advertised
- perform work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise
- keep record of purchases, sales, and requisitions
- greet customers and ascertain what each customer wants or needs
- oversee regional and local sales managers and staffs
- determine price schedules and discount rates
- inventory stock and reorder when inventory drops to a specified level
- proficient in Microsoft Office, Windows Vista

PROFESSIONAL EXPERIENCE

Sale Manager -Pumpkin Formal, Gurnee, Niles, Hawthorne (10/2006-current)

- communicate with customers, employees and other individuals to answer questions
- answer telephone inquiries from customers and stores regarding the status of units and other service issues
- maintain knowledge payment and exchanges, and security practices
- plan and prepare work schedule and keep records of employees work and schedules and time card
- keep record of purchases, sales, and requisitions
- plan and coordinate advertising campaigns and sales prom

EDUCATION

- **Harper College** -2011 Palatine, IL. USA
ESL
- **B.I.R Training Center** -2008-2009 Chicago, IL. USA

ESL

- **The School of Banking and management** -2005-2008 Cracow, Poland
Bachelor Science in Finance

