

Lindsay Butterworth

Broomfield, CO

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Experienced Retail Supervisor with a demonstrated history of working in the retail industry. Skilled in Communication, Human Resources, Team Building, Customer Service, and Interpersonal Skills. Strong sales professional with a Bachelor of Arts - BA focused in International Studies from Towson University.

Work Experience

Retail Supervisor

2nd Ave Value Stores - Laurel, MD

January 2018 to January 2019

Completed store operational requirements by scheduling and assigning employees; followed up on work results. Identified current and future customer requirements by establishing rapport with potential and actual customers. Ensured availability of merchandise by communicating inventory requirements to Store, Retail, and Production Managers. Monitored checkout stations to ensure that they have adequate cash available. Built and supported the capabilities within the team to achieve results for the business through strong people development and coaching. Created a welcoming, safe environment for both, internal and external customers. Maintained store staff by recruiting, selecting, orienting, and training employees.

Administrative Assistant

Empire - Laurel, MD

October 2017 to January 2018

Performed various secretarial/clerical duties such as documenting, photocopying, faxing, mailing, and organizing filing system. Answered telephones and transferred calls to appropriate staff members. Sorted and distributed incoming communication data, including faxes, letters and emails. Assisted the sales force with inside sales.

Education

Bachelor's in INTERNATIONAL STUDIES

Towson University - Towson, MD

August 2014 to August 2017

Skills

Key Holder, Retail Management