

AMBER SMITH

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EXPERIENCE

JULY 2021 – PRESENT

MERCHANDISING ASSOCIATE, TOTAL WINE & MORE

- Maintained an organized storefront by stocking shelves and arranging merchandise in an appealing manner
- Built product displays to create a smooth showing experience
- Maintained good relations with customers and led tasks on the sales floor during operating hours

OCTOBER 2015 – JUNE 2021

ASSISTANT STORE MANAGER, PEPPERIDGE FARMS

- Daily responsibility for scheduling employees, hiring, and training new employees
- Led in the handling of weekly payroll and day-to-day operational paperwork
- Monitored and maintained store inventory
- Drafted sales and inventory reports
- Ensured company policies were compliant and followed

SEPTEMBER 2013 – OCTOBER 2015

BANK TELLER, PNC BANK

- Provided account services to customers by receiving deposits, loan payments, cashing checks, issuing savings withdrawals, and recording night and mail deposits
- Verified customers to admit them to the safety deposit box
- Opened and closed vaults

EDUCATION

MAY 2011

GENERAL STUDIES, MILLINGTON HIGH SCHOOL

SKILLS

- People management
- Leadership
- Business knowledge
- Budgeting
- Communication
- Team player
- Teamwork and delegation
- Business etiquette

REFERENCES

BINX AKERS

- ASSISTANT STORE MANAGER OF TOTAL WINE & MORE
- BUSINESS REALATIONSHIP OF 1 YEAR
- 443-844-2308

MELISSA DEW

- STORES AND RECOVERY OPTIMATION FOR PEPPERIDGE FARM
- BUSINESS RELATIONSHIP OF 6 YEARS
- 574-303-2336

KENDA HOGAN

- KEYHOLDER FOR NEW BALANCE
- BUSINESS RELATIONSHIP OF 7 YEARS
- 989-737-0149