



# Jennifer Meyer

📍 Fredericksburg, VA 22407    📞 (540) 623-5772  
✉ Jennj\_925@outlook.com

## PROFESSIONAL SUMMARY

Hardworking Retail Operations Manager recognized as a strong leader with expertise in every aspect of store management. Talented at coaching staff and promoting caring customer service. Offering over 7 years of experience working in the Sales and Operative customer service field. Driven and coordinated with expertise in Leadership and Team Building.

## SKILLS

- Store planning
- Profit and loss management
- Employee scheduling
- Staff training/development
- Coaching and mentoring
- Effective leader
- Teamwork

## WORK HISTORY

### RETAIL OPERATIONS MANAGER

06/2017 to CURRENT

#### Ultabeauty | Fredericksburg, VA

- Controlled shipments, inventory, purchasing and inspection to reduce workflow gaps.
- Liaised with store manager to set up visually appealing layout for store merchandise.
- Reviewed store sale numbers, cost of inventory, operational expenses, and inventory losses.
- Oversaw preparation and distribution of promotional materials and products.
- Scheduled employee tasks, conducted performance reviews and executed daily branch operational goals to maximize team productivity.
- Exceeded revenue goals on consistent basis, resulting in commendation from management.

### PRESTIGE SALES MANAGER

12/2014 to 06/2017

#### Ultabeauty | Fredericksburg, VA

- Resolved problems with high-profile customers to maintain relationships and increase return customer base.
- Increased sales above company average in our location through effectively training employees, cleanliness and managing inventories.
- Boosted marketing, reviewed pricing strategies, and planned events to increase sales revenue.
- Monitored sales team performance, analyzed sales data and reported information to area managers.
- Built deep relationships with store managers, brand ambassadors and

corporate leader teams by employing industry expertise and knowledge, retail strategies and sales tactics.

- Demonstrated products to show potential customers benefits and advantages and encourage purchases.
- Developed and executed sales presentations as well as both internal and external product training workshops.

## EDUCATION

**Esthetics Lisence** | Master Aesthetician

*10/2014*

**Career Training Solutions, Spotsylvania, VA**

**High School Diploma**

*06/2007*

**Brooke Point High School, Stafford, VA**