

**NAME**

Address  
Address  
Telephone

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*PROFESSIONAL EXPERIENCE:*

CLOTHING CORPORATION

CITY, STATE

(\$130M direct marketer and retailer of work clothes, uniforms, and rugged casuals)

**RETAIL CONSTRUCTION / PROPERTY MANAGER**

**9/86 to present**

Selected by corporate management to expand retail operations. Direct construction functions and supervise two Coordinators in the management of retail properties throughout New England and the mid-Atlantic states. Locate contractors, negotiate construction contracts, participate in lease negotiations, coordinate all functions of store openings, and oversee repair and maintenance. *Contributed to growth of retail enterprises from 25 to 71 stores.*

Highlights:

- Achieved 97% on-target store opening dates.
- Decreased build out expense by 10%.
- Rewrote comprehensive building specifications.
- Increased company identity through the design of a more effective national sign logo.

**PRODUCTION MANAGER / Screenprint, Emblems, Graphics**

**9/84 to 9/86**

Directed the planning and operation of three technical production departments including management of seven Supervisors and a \$1M+ budget. Closely coordinated with marketing, inventory, and corporate management regarding new products, displays, and catalogues. *Successfully implemented new production systems, personnel programs, and product ideas which significantly improved production efficiencies and contributed to 40% annual growth in company sales.*

Highlights:

- Oversaw 300% department growth in 2 years.
- Reduced department costs by 21% (Screenprint) and 28% (Emblems) respectively.
- Improved order tracking, inventory control, and order flow procedures through the design and implementation of an effective order processing system.
- Reduced quality rejects from 5% to below 1%.
- Developed formalized training program which reduced training curve by 25%.
- Increased operator efficiency by 25% (Screenprint) through the establishment of an in-house incentive program.
- Designed and implemented procedures and systems to meet state and federal hazardous waste regulations.
- Participated on company Safety, Security, and Activities committees.

**WAREHOUSE MANAGER**

**6/84 to 8/84**

Directed three supervisors on two shifts in all shipping, receiving, and warehousing operations for overstock product. *Supervised the increase in warehouse size from 20,000 to 40,000 sq. ft.*

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RESTAURANT  
**ASSISTANT MANAGER**

CITY, STATE  
**1/82 TO 6/84**

Directed daily operations encompassing purchasing of food products, equipment, supplies; hiring, training, scheduling, motivating, and supervising personnel; preparing daily cash sheets; and maintaining food cost controls.

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*EDUCATION:*

COLLEGE  
**BACHELOR OF SCIENCE**

CITY, STATE  
**1982**

- Majored in Management and Organizational Behavior.
- Participated in Computer Applications Field Study at Technical Corporation.

CLOTHING CORPORATION IN-HOUSE MANAGEMENT TRAINING COURSES.

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*References available upon request*