

**NAME**  
Address  
Address  
Telephone

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*SUMMARY:*

Six years progressive management experience in high-volume traditional and non-traditional card shops • In-depth knowledge of system operations, staff training & development, management procedures, organizational development, purchasing, MIS, customer service, and P&L • Solid record of performance-based promotions • Previous professional teaching experience including curriculum development and implementation for adults and young adults • Out-standing communication, organization, and problem-solving skills.

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*PROFESSIONAL EXPERIENCE:*

NATIONAL CARD SHOP  
**MANAGEMENT**

CITY, STATE  
**8/87 to present**

- Within one year progressed from Assistant Manager to Manager.
- Accountable for IAT and P&L control.
- Direct a staff of fifteen in a non-traditional store.
- Oversee training, inventory control, and advertising.
- Developed employee incentive and task monitoring programs.
- Established a training program and departmentalization of tasks.
- Assisted in a store remodel and new store construction.

LOCAL CARD SHOP  
**ASSISTANT MANAGER**

CITY, STATE  
**8/87 to 9/88**

- Supported in the management of a staff of twenty in a traditional store.
- Directed ordering, scheduling, training, and inventory levels.

RETAIL STORE  
**SUPERVISOR**

CITY, STATE  
**6/86 to 7/87 (p.t. '83 to '86)**

- Supervised a high volume retail store.
- Assisted in pricing and stocking, display and merchandiser set-ups, ordering, product system installation, and register and deposit transactions.

INSTITUTE  
**MATH INSTRUCTOR**

CITY, STATE  
**9/85 to 6/86**

- Taught upper level math courses grades 7 to 12.
- Organized, supervised and evaluated a Regional Math Contest.
- Consulted with parents and guidance personnel concerning student progress.

SCHOOL  
**ADULT EDUCATION INSTRUCTOR**

CITY, STATE  
**5/85 to 8/85**

- Prepared adults to take a general High School Equivalency Exam.
  - Identified areas of academic difficulty and planned individualized study programs.
  - Organized and led small group activities and discussions.
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*EDUCATION:*

COLLEGE  
**B.A. IN MATHEMATICS/SECONDARY EDUCATION with honors**

CITY, STATE  
**1985**

