

# First & Last Name

Profe-mail@yahoo.com | (940) 555-5555

## EDUCATION

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**University of North Texas - Denton, TX**

Bachelors of Arts in Integrative Studies;

**Concentrations in Business, Psychology and Sociology**

**May 2022**

GPA: 3.2

**Richland Community College - Richardson, TX**

Associate in Arts

**August 2018**

## WORK EXPERIENCE

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**TGW Inc., Dallas TX**

Key Holder Manager (*April 2018-May2019*)

Sales Associate (*October 2015-April 2018*)

**October 2018-May 2021**

- Managed and Trained new employees to achieve day to day operations of the store
- Planned marketing with management to increase customer traffic and sales
- Promoted selected inventory to meet and exceed monthly goals
- Conducted inventory item checks with head distributor and buyers to make sure the product matched their inventory along with the stores
- Communicated discrepancies with distribution
- Arranged and maintained stock checks for inventory

**URBN Inc., Dallas TX**

Sales Associate

**October 2016 to 2018**

- Assisted customers in identifying and locating items that met their needs
- Managed the stores Instagram to grow the companies brand & promote products and events
- Received and inspected shipments to identify and report discrepancies to the store manager
- Processed returns for customers who did not receive the correct item
- Performed inventory checks once a month

**Girl Scouts of North East Texas, Dallas, TX**

Summer Intern

**Summers 2015-2017**

- Input and copied tax documents while maintaining confidentiality
- Facilitated client payments to the bank