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Erlie

[Erlie.331982@2freemail.com](mailto:Erlie.331982@2freemail.com)

4TH JUNE 1977

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| STORE SUPERVISOR / VISUAL MERCHANDISING over 5 years of development experience and costumer oriented skills, I am looking for a career that both challenging and reward… |

**DEVELOPMENT DETAILS**

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| LANDMARK ARABIA  **JOB TITLE** : STORE SUPERVISOR / SALES REPRESENTATIVE / VISUAL MERCHANDISER | 3RD JANUARY 2006 TILL APRIL 2016 |

SUMMARY

Responsible for managing a retail staff within a business. Coordinates the shipping of goods, sets up displays, and assists customers and staff during business hours.

PRIMARY RESPONSIBILITIES

* Manage retail staff, including cashiers and people working on the floor..
* Formulate pricing policies.
* Ensure pricing is correct.
* Work on store displays.
* Attend trade shows to identify new products and services.
* Coach, counsel, recruit, train, and discipline employees.
* Properly Visual merchandising standard by the management.
* Ensure merchandise is clean and ready to be displayed.
* Maintain inventory and ensure items are in stock
* Ensure promotions are accurate and merchandised to the company’s standards.
* Ensure standards for quality, customer service and health and safety are met.
* Monitor local competitors.
* Ensure hours of operation are in compliance with local laws.
* Maintain store's cleanliness and health and safety measures.
* Organize and distribute staff schedules.

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| |  |  | | --- | --- | | LANDMARK ARABIA  JOB TITLE : VISUAL MERCHANDISER | 05 DECEMBER 2007 TILL 2009 | |

PRIMARY RESPONSIBILITY

* Design and marketing to create design themes and plans, often months in advance, including window and in-store displays, signage and pricing concepts;
* conducting research on current and future trends in design and lifestyle, and associated target market features;
* meeting with business, sales managers and retail managers to discuss sales strategies;
* identifying and sourcing props, fabrics, hardware and lighting;
* maintaining a budget and negotiating with suppliers of visual materials;
* working with architectural features of stores to maximize the available space;
* Mannequins should always up dress in updated collection
* creating visual merchandising packs to communicate visual guidelines including layout principles, visual dressings and signage - usually applies to those based in a head office;
* visiting branches to coach in-store visual merchandising or sales teams to interpret the guidelines and training them in the execution of the visual concept;
* assembling or dismantling visual displays in windows or in-store;
* carrying out 'comp (comparison) shops' to maintain awareness of other retailers' visual merchandising concepts;
* leading and motivating teams to complete displays to tight deadlines;
* seeking feedback from colleagues and customers on the visual impact of displays and implementing changes.
* Potential candidates should ensure they understand the difference between visual merchandising, retail merchandising and shop-floor merchandising. The latter two are concerned with volumes and allocation of stock and its location and functional arrangement on the shop floor, rather than the visual and creative impact it makes. There are interfaces between the roles and teams may work closely together to achieve maximum sales and profitability.

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| WANLY TOYS INTERNATIONAL  JOB TITLE : SALES ASSOCIATE | 06TH JUNE 2001 TO 28TH DECEMBER 2005 |

**PRIMARY RESPONSIBILITIES**

• Welcome customer as they arrive with a smile

• Ask customer how they can be helped

• Provide customers with product information that they need

• Escort customers to the correct aisles

• Explain product features and warranty agreements

• Demonstrate the working of a product when the customer asks

• Provide customers with information on daily deals and promotions

• Ensure that all products are well stocked and are easy to reach

• Assist customers by taking down products that may not be easy to reach

• Provide information regarding each product and any discount offers associated with it

• Make sure that work area and aisles are clean and shelves are dusted properly

• Respond to customers’ requests and concerns in a resourceful manner

• Handle cashier duties by taking cash or credit cards in exchange of goods sold

• Manage product returns and exchanges

• Discourage shoplifting activities by constantly keeping a vigilant eye

• Arrange products on shelves in a tidy manner

• Order out of stock items in a timely manner

BASIC COMPUTER SKILLS

* **Words**
* **Excel**
* **Power point**
* **CASHERING ( ORPOS )**

**ACADEMIC BACKROUND**

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| MECHANICAL TECHNOLOGY  ELECTRICAL | UNIVERSITY OF MAKATI  VISAYAS TECHNICAL SCHOOL | YEAR COMPLETED:1999-2001  YEAR COMPLETED: 1997-1998 |
| SECONDARY LEVEL | DOMINGO LACSON NATIONAL HIGH SCHOOL | YEAR COMPLETED: 1990 -1994 |
| ELEMENTARY SCHOOL | ANDRES BONIFACIO ELENTARY SCHOOL II | YEAR COMPLETED: 1984 - 1990 |