

Ji Won Bennett

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OBJECTIVE

Looking for full-time work as a retail manager.

PERSONAL STATEMENT

Experienced and energetic retail manager, returning to work after two years raising a family. Lead previous team to achieving an increase of 15% of sales. Created a positive working environment that saw a reduction in staff turnover of 30%. Looking to apply my three years of management knowledge and experience to a new challenge.

TECHNICAL SKILLS

- Invoicing using Datastore+ platform
- Knowledge of stock and accounting software
- Social media marketing platforms and software

PERSONAL SKILLS

Management

- Three years' successful experience as an assistant manager at an electronics store
- Hired and trained staff
- Planned roster and supervised staff
- Motivated staff to increase sales by 15%
- Project managed social media marketing campaigns for store

Initiative

- Set up new software systems for ordering stock
- Developed new material for social media to market store
- Changed roster system to reduce costs of staffing

Communication

- Replied to and solved client enquiries
- Coached team on customer service and problem solving techniques
- Presented monthly statistics to board meetings

Electronics and technology

- Kept up to date with the latest technologies in the electronics retail industry
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WORK HISTORY

Electric Things

Auckland
2013-2016

Store manager

- Lead, supervised, hired, trained and coached a team of six
- Involved in wider company decision making, including policy and purchasing decisions
- Planned and implemented advertising campaigns and branding strategies
- Created a social media presence, leading to 25% increase in visits to Electric Things website
- Managed stock ordering, basic accounting for store

Funny Phones

Dunedin
2011-2013

Sales representative

- Worked as part of a dedicated sales team providing a high level of customer support and after sale service
- Responsible for stock purchasing
- Organised weekly team meetings
- Managed projects and supervised a major contract to provide mobile phones to a nationwide media company
- Kept up to date with the latest in mobile phone technology

Eat My Sandwich

Dunedin
2008-2011

Delicatessen assistant

- Prepared food and drink for customers
- Responsible for marketing display and social media
- Customer service and cash handling

QUALIFICATIONS

University of Otago

Dunedin
2008-2010

Bachelor of Commerce

Marketing

COMMUNITY AND VOLUNTEER EXPERIENCE

Student Defence

Dunedin
2010

Volunteer

- Cleaned up Dunedin after storm
- Handed out care packages
- Updated Student Defence website

ACHIEVEMENTS

- Dunedin Volunteer of the Year award, 2010
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INTERESTS

- Half-marathons, blog writing, member of Forest and Bird Society
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REFEREES

Earl Cave
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