

COLLIN S. PROCTOR

5555 40th Street • Flatland, Texas 79900 • (800) 555-5555 • csp99@aol.com

PROFILE

- Eight years' management and HR experience in several leading retail establishments
- Solid record of fast-track performance-based promotions
- Held two corporate positions in three years within one organization
- Bachelor of Business Administration with a Minor in Marketing
- PC literate with working knowledge of MS Office Suite, Windows XP, and Internet

PROFESSIONAL EXPERIENCE

MANAGEMENT

- Directed a staff of 25 sales associates in a high volume retail environment
- Hired, fired, trained, and evaluated as many as 45 employees throughout career
- Created employee incentive, development, and task-monitoring programs
- Assisted in annual budget development; assumed accountability for store's P&L
- Oversaw ordering, scheduling, and inventory levels
- Ensured customer satisfaction by inspiring and leading a knowledgeable and courteous staff
- Completed successful three-month store management training program
- Acted in absence of store manager, effectively owning increased responsibility

HUMAN RESOURCE SKILLS

- Co-managed HR function for multimillion dollar farm and ranch supply corporation
- Recruited manager trainees via in-house job postings, advertising campaigns, and job fairs
- Updated training manuals; coordinated and oversaw internal training courses
- Maintained knowledge of changing labor and safety regulations
- Implemented policies, training, and advisory committees
- Reviewed, updated, and presented wage and salary structures.
- Expanded benefits packages, and employee relations and recognition programs
- Coordinated and published informative and morale-building monthly employee newsletter

RETAIL/MERCHANDISING

Instrumental in increasing annual sales for farm and ranching supplies corporation by 35%.
Consistently met or exceeded company and personal sales goals
Cultivated and maintained excellent working rapport with vendors and product representatives
Developed key accounts through focused efforts to qualify customer needs and deliver satisfaction
Effectively planned, arranged, and rotated merchandise displays
Liaised with other stores to monitor customer trends and company image
Administered inventory planning and control and shipping, receiving, and stocking to reduce shrink
Actively participated in staff and organizational meetings, offering constructive input and feedback
Ensured competitive edge through market research and price integrity

PROFESSIONAL EXPERIENCE

MERCHANDISE SERVICES, Flatland, Texas, Manager 1999 – 2004
HOMELAND GENERAL, Nebraska and Texas, Manager/Recruiter 1995 – 1999

EDUCATION

BBA; Minor in Marketing, CENTRAL UNIVERSITY, Flatland, Texas 2004