

Sheridan J. Reed

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OBJECTIVE

Seeking a responsible position in Management where my education and experience can be utilized.

AREAS OF EXPERTISE

- Merchandising
- Reconciliations
- Management
- Profit and Loss
- Human Resources
- Inventory Control
- Vendor Relations
- Payroll
- Store Audits
- Customer Service

PROFESSIONAL EXPERIENCE

2 SPICY DIVA'S

GENERAL MANAGER

2010-PRESENT

INGLEWOOD, CA.

- Oversee sales presentations, clerical, accounting, pricing, surveys in a catering operation
- Develop proven expertise driving sales and profit
- Coordinated training and motivated the team to provide superior customer service
- Excellent customer service skills
- Planned and executed to hire, train, develop, and empower people to maximize their success
- Ensure payroll controls are being implemented to support controlling costs and maximizing business
- Strong leadership, communication, and team building skills, with the ability to coach/mentor others
- Manage financial objectives
- Models as well as enforces and provide direction and guidance
- Strong negotiating, analytical, conceptual, retail math, and pc skills
- Excellent organizational skills

99 CENT ONLY STORE

Store Manager

2007-2010

LOS ANGELES, CA.

- Managed day to day store operations
- Highly organized able to adapt quickly to changing priorities
- Controlled expense and shrink
- Thorough knowledge of merchandising and visual standards to maximize profits
- Managed Profit and Loss
- Responsible for recruiting, hiring, training, counselling, and terminations of staff
- Partner with loss prevention and risk management
- Ability to effectively interact with all levels of people
- Initiating disciplinary procedures up to and including terminations
- Ability to to work independently and manage multiple priorities
- Prepare and Control payroll
- Develop and execute plans and strategies

- Meeting and exceeded financial goals for the store
- Achieved and exceeded budgeted sale forecast
- Fluent working knowledge of Microsoft 200/XP and office components of Word, Excel and PowerPoint

SALVATION ARMY

Santa Monica, CA.

Store Manager

2005-2007

- Maximized sales potential
- Proficiency in all aspects of merchandising, operations, customer service and human resources
- Conduct bank deposits and reconciliations
- Ensuring a positive customer experience
- Scheduling time and attendance
- Secured donation from customers
- Promote efficiency to maximize profitability
- Implement corporate directives and merchandise strategies
- Ability to manage different styles and personalities that drive and motivate employees.
- Ability to manage multiple situations simultaneously
- Training and evaluating the efficiency and productivity of team members

BIG LOTS

Venice, California

Store Manager

1998-2005

- Planned and directed all operations
- Conduct bank deposits and reconciliations
- Meeting and exceeding financial goals for the store
- Ensuring a positive customer experience
- Responsible for bottom line shrink and inventory control
- Prepared employee reviews, budgets, expense reports, and payroll
- Ability to maintain the visual and merchandising standards
- Implement daily store audits
- Ensured compliance with company's policies and procedures
- Empowering all associates with accountability for their actions, decisions, and responsibilities
- Planned and organized team building and people skills

PROFESSIONAL DEVELOPMENT

Education

California State University Los Angeles, California
Bachelor of Science Degree - Business Administration

West Los Angeles College Culver City, California
Associate of Arts - Business/Pre-Law

