



LILY CHEN

Retail Administrative Assistant

CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn | Portfolio
-  Seattle, WA 98101

KEY SKILLS

- Inventory control
- Sales reporting
- Staff scheduling
- Vendor communication
- POS system management

CERTIFICATIONS

- Certified Retail Administrative Professional, Retail Management Institute, September 2020

ABOUT ME

Efficient retail administrative assistant with four years of experience supporting store managers and regional supervisors. Skilled in inventory management, staff scheduling, and sales reporting. Committed to improving retail operations and customer satisfaction.

PROFESSIONAL EXPERIENCE

Retail Administrative Assistant

FashionFirst Stores, Seattle, WA | May 2019 - Present

- Assisted store managers with scheduling for a team of 20+ staff members, ensuring proper coverage during peak hours
- Monitored inventory levels and placed orders, reducing stockouts by 30%
- Prepare weekly sales reports for regional supervisors, identifying trends and opportunities for growth
- Coordinate vendor deliveries and ensured accurate recordkeeping for all transactions

Sales Associate

StylePoint Retail, Seattle, WA | July 2017 - April 2019

- Maintained a high level of customer satisfaction through attentive service and prompt resolution of issues
- Supported store operations by handling cashier duties and assisting with inventory management

EDUCATION

Associate of Science (A.S.) in Business Administration

Seattle Central College, Seattle, WA | June 2017