**John Doe**

7 Lane Street • Lakewood, NJ 08701• 848-299-1234 • abcdefg@gmail.com

**Business Operations and Management**

**SUCCESS PROFILE**

Professional and energetic business manager with experience utilizing keen business sense to enhance operations and company profitability. Collaborates to develop company brand and create commercial solutions to maintain and grown customer engagement.

* Computer and technology savvy
* Proficient in Excel
* Records and analyzes data
* Highly organized
* Communication skills
* Works well under pressure
* Driven to succeed
* Customer service
* Positive, upbeat attitude
* Experience dealing with people

**EXPERIENCE PROFILE**

**Amazon NJ,**Belmar, NJ, March 2017- present

**Inventory Manager/ Purchaser**

Effectively manage inventory and continually purchase new products for thriving ecommerce company.

• Negotiate with retail stores and purchase thousands of products for resale at exceptional value.

• Meticulously track all merchandise bought and sold using Microsoft Excel.

• Reclaim tens of thousands of dollars for the company for lost or defective goods.

**suit box NJ,**White Plains, NJ, 2016-2017

**Sales**

• Increased store sales by providing courteous and professional service to each customer.

• Assumed responsibilities of store manager on an as needed basis.

• Thrived during high pressure seasons and when dealing with demanding customers

**EDUCATION**

**Business BS,** Bellevue University, Bellevue, NE, Anticipated graduation June 2018

**Bachelors of Talmudic Law,** Beth Medrash Govoha, Lakewood, NJ – 2011

**REFERENCES**

Available upon request