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Courtney Andrade

EXPERIENCE

Staples, Modesto, CA– *Sales Manager*

August 2019 – Present

- Hire and Train employees
- Achieve difficult sales goals
- Manage Inventory and order new product as needed
- Assist General manager in daily duties maintaining a well-run store

Dressbarn, Turlock, CA– *Assistant Manager*

September 2015 – August 2019

- Write team schedule
- Place supply order and manage back office
- Build rapport with customers and build unique client relationships.
- Keep accurate inventory of product and drive sales.
- Resolve conflict, train associates, and manage shipping/receiving

Old Navy, Santa Rosa, CA– *Service and Training Manager*

August 2013 – July 2015

- Promoted from Merchandiser to Service and Training Manager within 1 year.
- Processed shipments and merchandised departments throughout the store.
- As Service & Training Manager, hired/trained employees, managed shifts, oversee sales, managed spreadsheets, and built store culture.

Sports Authority, Stockton, CA– *Sofflines Manager*

June 2009 – August 2013

- Promoted from Cashier to Sofflines Manager within 1 year.
- Processed shipments and merchandised departments throughout the store.
- Process cashiers and daily bank deposits.
- Maintain clean and organized office.

EDUCATION

Modesto Junior College, – English Literature

2019 – Present, Modesto, CA

Currently working to earn my Associate of English Literature degree while working by taking night-time classes.

Bear Creek High School, – Diploma, General Education