

AMITA STEVENS

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MARKETING & SALES

PROFILE

Experienced in managing projects encompassing Administrative Support, Customer Service, Marketing, and Sales. Proficient in creating and implementing effective marketing messages to promote products and corporate image. Excel in cultivating relationships with customers to close sales and retain a high retention rate. Effective working in a fast paced environment, where prioritizing daily tasks is essential. Strong computer skills: Microsoft Office (Word, Excel, PowerPoint); ADP Payroll. Bilingual / Spanish.

PROFESSIONAL EXPERIENCE

MEN'S WEARHOUSE, San Diego, CA

2009 - Present

First Assistant Manager

- Ranked #1 for in-store and catalog sales for a store with \$2 million in annual sales.
- Forecast daily business by evaluating monthly and yearly goals to reach store targets.
- Motivate and train Sales team using company programs to improve selling skills.
- Build and maintain strong relationships with regular clientele through attentive customer service, product knowledge, and notify via phone of upcoming sales, special events, and new products.
- Received six month store management training in the areas of operations, visuals, customer service, recruitment, and hiring process.
- Excelled in La Mesa store and selected to move to the UTC store to increase sales, ensure inventory control management, and design effective merchandising displays.

SELF EMPLOYED, San Diego, CA

2008 - Present

Promotion Coordinator (seasonal/part-time)

- Manage, schedule, and promote upcoming events for local DJs using online network communities including www.myspace.com, www.facebook.com, www.twitter.com, etc.
- Design, market and sell package offers for guests including transportation, beverage service and ticket entrance to venues.

OLD NAVY, San Diego, CA

2006 - 2007

Assistant Manager

- Quickly promoted (5 mo) from Vista store to San Diego to turnaround a slow performing store. Assisted in recruiting and interviewing to acquire top performing employees, resulting in an immediate 20% increase in sales, decreased inventory shrinkage, and low staff turnover.
- Consistently provided sales result for shift by supervising sales floor and motivating staff.

SYLVAN LEARNING CENTER, San Diego, CA

2005 - 2006

Administrative Assistant

- Maintained outstanding client relations providing customer service for a Tutoring Center for Kindergarten through High School students in topics including math, reading, and languages.
- Handled high volume phones (incoming/outgoing) to answer questions, schedule appointments, and provide tutoring service information.
- Managed daily administrative functions including records management, data entry, and files.

EDUCATION

SAN DIEGO STATE UNIVERSITY, San Diego, CA
Bachelors of Arts in Communication, 2009