

# ANNETTE BELLINGHOFEN

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## **March 2022 to October 2022**

### **Director of Sale - Cutting Brothers - *Niagara-on-the-Lake***

- Managed all sale operations
- Designed plans to meet targets
- Developed relations with clients and customers for bulk wholesale
- Evaluated costs for selling products
- Organized and operated wholesale marketing exhibition shows
- Produced reports, spreadsheets, and graphs with corresponding details
- Created online platforms to promote and sale items
- Maintained office filing and storage systems

## **April 2018 to March 2022**

### **Assistant Manager – *Wow Me Niagara-on-the-Lake (specialty retail boutiques)***

- Overseeing all day-to-day tasks of the business
- Implemented and created the rules and regulations of the entire company
- All administrative and clerical work
- Hiring and training of employees
- Established set schedules for individual staff members
- Creating and managing budgets to improve revenue
- In charge of merchandising and product buying/ordering
- Handled global transports and logistics for store items
- Process standards for inventory control
- Analyzing monthly and yearly sales with financial data
- Manage large sums of cash following strict protocol to assure accountability
- Responsible for the care and uptake of each store

## **May 2017 to May 2018**

### **Assistant Manager - Bentley - *Niagara Falls, ON***

- Directed and supervised employees in sales, inventory control and reconciling cash receipts
- Maintained daily merchandising and stock
- Outstanding customer service and sales techniques
- Supported management team with all essential duties
- Evaluated and resolved customer issues and complaints, meeting corporate standards and assuring customer satisfaction
- Trained new associates

## **April 2014 to May 2017**

### **Sales Representative - Presents - *Niagara-on-the-Lake, ON***

- Handling cash transactions and banks deposits
- In charge of stocking products
- Exceeded sales quotas on daily, weekly, monthly basis
- Organized all new promotional items for the store

## **April 2011 to April 2014**

### **Assistant Manager - La Vie En Rose - *Niagara Falls, ON***

- Daily opening & closing cash operations
- Stock Control & Merchandising
- Maintained weekly quota.
- Completed daily & weekly administration paperwork