



Virgie Blanton

Retail Store Manager

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 Overton, TX 75684

CAREER OBJECTIVE

To support the supervisors and team with effective teamwork and respect for deadlines. To provide previous experience in my managerial duties and further my knowledge. To demonstrate and maintain a professional and enthusiastic attitude within the workplace and outside.

EXPERIENCE

STORE MANAGER, Kilgore, Texas

Cato Corporation, February 2022–Present

- Evaluated customer feedback and complaints to locate weaknesses and improve service.
- Coordinated employee schedules according to availability and made staffing adjustments to cover shifts.
- Addressed employee issues, performed corrective actions and terminated employment when necessary.
- Solved problems and resolved conflicts for team members and customers.
- Arranged store cleanings and renovations during periods of low customer traffic.
- Implemented loss prevention strategies, alleviating shrink.
- Researched industry and competitor trends to develop new products and improve marketing techniques.
- Scheduled maintenance and repairs on company equipment to streamline workflow and prevent malfunctions.
- Interviewed and hired prospective employees according to team needs.
- Stocked and organized products in storage spaces and retail shelves.
- Analyzed sales numbers and performance metrics to locate deficits and implement process improvements.
- Set sales targets and budgets for team leads and employees to follow.
- Created and distributed training materials and programs to staff members.
- Led non-merchandising departments of businesses such as advertising or purchasing.

STORE MANAGER, New London, Texas

Cato Corporation, February 2010–November 2011

- Arranged store cleanings and renovations during periods of low customer traffic.
- Set sales targets and budgets for team leads and employees to follow.
- Coordinated employee schedules according to availability and made staffing adjustments to cover shifts.
- Stocked and organized products in storage spaces and retail shelves.
- Analyzed sales numbers and performance metrics to locate deficits and implement process improvements.
- Interviewed and hired prospective employees according to team needs.
- Solved problems and resolved conflicts for team members and customers.
- Addressed employee issues, performed corrective actions and terminated employment when necessary.
- Implemented loss prevention strategies, alleviating shrink.

- Directed and coordinated activities of businesses or departments concerned with production, pricing, sales, or distribution of products.

PARAPROFESSIONAL, New London, Texas

West Rusk ISD, August 2007–December 2010

- Tutored and assisted children individually and in small groups to reinforce learning concepts and promote academic progress.
- Demonstrated patience, compassion and empathy in various situations.
- Supervised students during cooling-off time, monitoring behavior.
- Supervised students on school grounds and on field trips.
- Directed students entering and exiting school buses to prevent injuries and accidents.
- Attended meetings and in-service presentations to acquire information relative to job functions.
- Developed and maintained positive relationships with students, promoting positive attitude toward learning.
- Prepared lesson materials, bulletin board displays, exhibited, equipment and demonstrations.

ASSISTANT MANAGER, Kilgore, Texas

Cato Corporation, August 2004–September 2006

- Communicated with clients to address questions, concerns and needs and provide quality customer service.
- Organized company merchandise and displays to increase brand awareness and product sales.
- Managed company orders, expenditures and sales to meet budget and revenue targets.

EDUCATION

HIGH SCHOOL DIPLOMA, Hebderon, TEXAS

Henderson High , May 1994

SKILLS

Customer Service

Scheduling

Merchandising

Leadership

Goal Oriented

REFERENCES

AMANDA KINNEY At Home Healthcare
Medical Records Specialist Previous Co-worker

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JENNA ALARCON People Ready
Client Service Delivery Coordinator Previous Co-worker

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