

# Jorden Wyrick

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## Career Overview

- Experienced store manager with one year of managerial experience with strong leadership and relationship-building skills.
- Proficient skills in store operation and a high commitment to team building and training.
- Excellent merchandising strategies and dedication to meeting company's goals as well as inventory control.
- Customer-focused Retail Sales Associate with a solid understanding of the dynamics of the retail apparel and shoe industry.
- Highly motivated sales associate with extensive customer service and sales experience.
- Accomplished in book keeping and accounting with efficient knowledge in QuickBooks and Microsoft Office programs.

## Core Strengths

<ul style="list-style-type: none"><li>• Sales Management</li><li>• Computer proficient with expertise in QuickBooks</li><li>• Accounting and book keeping</li><li>• Highly motivated</li><li>• Quick learner</li><li>• Excellent communication skills</li></ul>	<ul style="list-style-type: none"><li>• Adapt to diverse groups</li><li>• Customer service</li><li>• Staff development/training</li><li>• Strong lead development skills</li><li>• Goal-oriented</li><li>• Highly competitive</li><li>• Persuasive communication expertise</li></ul>
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## Accomplishments

### Sales

- Ranked #504 out of the top 1000 sales associates in the company, throughout the nation. Sold over \$185,000 in merchandise in the year of 2010-2011.
- Ranked #50 out of the top 1000 sales in the company, throughout the nation. Selling over \$400,000 of merchandise in the year of 2011-2012.

### Stanislaus Community Business College

- Certified in Accounting/Book keeping and QuickBooks

## Work Experience

March 2012 to May 2012

**Above the Belt** Modesto , CA

Sales Associate

- ❖ Demonstrated use and care of merchandise. Welcomed customers and created a friendly environment. Recommended merchandise based on customer needs. Answered questions regarding the store and its merchandise.

March 2010 to February 2012

**Zumiez** Modesto, CA

Ast. Manager 2011-2012 •Sales Associate 2010-2011

- ❖ Greeted customers and ascertained customers' needs. Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices. Worked the register and maintained knowledge of all register operations. Computed sales prices, total purchases and processed payments. Developed audits and organized floor control. Took inventory and conducted audits. Trained and interviewed sales associates. Performed store evaluations.

May 2008 to June 2009

**Modesto Auction Park** Modesto CA

Clerk/Book Keeping 2008 to 2009

- ❖ Recorded financial information. Filed receipts, invoices, accounts payable, and receivable. Also handled register operations, dealing with large sums of cash. Required daily audits, and inventory reports

## **Educational Background**

**Stanislaus County Business College, 2012**  
Modesto, CA

**Accounting**

- Certified Accounting/Book keeping Graduate
- Certified QuickBooks Overview

**Modesto Junior College, 2010 – 2011**

- Criminal Justice Major
- Multiple Units completed

**Grace Davis High School, 2010**  
Modesto, CA

- High School Diploma
- Member of AVID program (Advancement Via Individual Determination)
- Involved athletically in Varsity sports

**References available upon request.**

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