

Kivon Riley

Retail Supervisor

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San Diego, CA
[LinkedIn](#)

WORK EXPERIENCE

Ringright Clothing

Business Owner

San Diego, CA | 2008 - current

- Founded Ringright Clothing, returning a net annual profit since inception in 2008 and grossing \$600K in 2020
- Hired 7 full and part-time staff members, providing incentives and routine raises that reduced employee turnover by 40%
- Negotiated rental contract, obtaining property rental 10% under area estimation and creating rent control stipulation to cap raises at 4%
- Attended 6 yearly conferences on textiles and fashion trends, receiving recognition in the San Diego Digest as a trend-setting business in 2009, 2012, 2015, and 2020
- Launched a second location in June 2021 with a grand opening that brought in 3K+ customers over the first week

PetSmart

Retail Manager

San Diego, CA | 2006 - 2008

- Strengthened training, incentives, mentoring, and feedback programs for staff, exceeding sales goals for 85% of quarters
- Constructed opening/closing procedures and daily store operations that improved efficiency by 12%
- Simplified inventory tracking systems, enabling associates to provide initial orders for popular inventory, maximizing sales and reducing re-order time by 10%
- Executed performance reviews each quarter, encouraging anonymous peer reviews and manager reviews to improve performance for all team members
- Developed online shift sign-up system, ensuring 0 shifts were over/under-staffed and improving employee satisfaction by 20%

Avant Public Relations

Administrative Assistant

San Diego, CA | 2004 - 2006

- Delivered administrative support for one of San Diego's 50 largest PR firms
- Coordinated timelines and schedules with subcontractors, clients, and vendors across 4 job-sites, generating \$10M in revenue annually
- Created forms and reports for prospective vendors, streamlining vendor vetting and on-boarding processing, eliminating 100+ hours of administrative hiring work
- Managed calendars for 5 executives, assembling monthly meetings for 50+ staff members

SKILLS

- Organization
- Record Keeping
- Operations
- Problem Solving
- Scheduling

EDUCATION

Associate of Arts Communication

San Diego Community
College

2002 - 2004

San Diego, CA