



SOPHIE WRIGHT

MANAGER  WHITE PLAINS, 10605, UNITED STATES  (914) 804-6157

◦ DETAILS ◦

102 Smith Ave, White Plains, 10605,
United States
(914) 804-6157
sophie.wright@gmail.com

◦ SKILLS ◦

General Management

Problem Solving Skills

Business Development Strategies

Interpersonal Communication Skills

Time Management Skills

Multitasking Skills

PROFILE

Experienced and self-motivated Manager bringing forth valuable industry experience and a passion for management. Results oriented with a proven track record of working collaboratively with team members to achieve goals. Experienced in both retail and culinary settings, and adept at effectively managing all operations.

EMPLOYMENT HISTORY

General Manager at H&M, White Plains

September 2014 — September 2019

- Served as a successful leader, promoting and achieving store success.
- Encouraged employees to do their best, and increased store productivity immensely.
- Identified and maximized sales opportunities, and increased customer retention rates.
- Successfully handled visual merchandising, and worked to promote company vision.
- Led recruitment efforts and training of new employees.

Assistant Store Manager at H&M, White Plains

September 2012 — September 2014

- Provided optimal assistance to the General Manager and handled a variety of tasks.
- Assisted with recruitment and training of new employees, while also monitoring the productivity of current employees.
- Worked to ensure a neat and attractive sales environment, and assisted in the setup of visual displays.
- Handled work logs and the organization of employee files.
- Assisted with payroll and distributed paychecks to employees.

Sales Associate at The Guided Lynx

May 2009 — August 2012

- Served as an enthusiastic and knowledgeable Sales Associate in this high end jewelry boutique.
- Remained informed and up to date on the current stock and offerings.
- Answered all customer queries with friendliness and expertise.
- Worked to provide optimal browsing and buying experiences for all visitors and customers.

EDUCATION

Associate of Communications, Purchase College, Purchase

August 2001 — May 2005

High School Diploma, White Plains High School, White Plains

May 1997 — September 2001

REFERENCES

Dorothy Linthrop from H&M

dlinthrop@hmnewyork.org · 914-982-2281

Jack McDowe from H&M

jmcdowe@hmnewyork.org · 914-982-3301

Lindsey Friar from State University of New York at Purchase

lindsey@sunypurchase.edu · 914-982-0121