# Nina Budhram

nina.budhram@gmail.com

321.555.0452

July 14, 2016

Melissa Vaughn

Contra Costa Boutique

melissa@ccboutique.com

321.555.0763

Dear Ms. Vaughn,

I was excited to find the Retail Manager position for Contra Costa Boutique listed on Craigslist. I am familiar with your boutique because I have been a client since 2003, from the day Contra Costa opened its doors.

Both as a patron and retail professional, I am continually impressed by the quality of your merchandise, the appearance of your store, and your commitment to providing exceptional customer service. Because Contra Costa was recently named Best Local Women’s Boutique by the Independent Weekly, I understand your need for an experienced Retail Manager is greater than ever.

Not only do I have the experience you’re looking for, but also the passion, vision, and determination required to improve sales, boost customer loyalty, and increase visibility in the local community. I am proficient in every aspect of boutique management, including purchasing, merchandising, sales, and staff management.

Some of my achievements include:

* Awarded Associate of the Year (2004) and five-time Associate of the Month for sales volume that was consistently 25-35% above average.
* Successfully set up and merchandised Designer Women’s Wear at new store in a neighboring city, with $100,000+ in clothing sales on opening day.
* Created and executed innovative POS promotional events to exceed sales goals.

Based on my experience and strong commitment to doing more than is required, I know I can deliver similar results for Contra Costa Boutique. I have enclosed my resume to provide more information on my strengths and career achievements. I look forward to speaking with you soon. Thank you for your time and consideration.

Sincerely,

Nina Budhram

# Nina Budhram

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Atlanta, GA 30625

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# Summary

Experienced retail manager with proven proficiency in all aspects of boutique management. Cutting-edge merchandiser with expert ability in combining innovative display techniques with visual standards & sales strategies in order to achieve optimal retail success.

# Experience

**Retail Manager, Bella’s Boutique**

**April 2004 - Present**

* Implement business goals and manage all aspects of a boutique store that specializes in high-end women’s wear with an emphasis on ultra-feminine and European lines.
* Utilize fashion expertise to select and order merchandise that will appeal to our clients.
* Handle all purchasing and receiving by building ongoing relationships with international
* vendors.
* Managerial duties for staff of seven, including:
  + Training and professional development
  + Payroll and banking
  + Scheduling
* Create and maintain database used to track inventory and produce customer, vendor
* and sales reports.
* Apply visual talent to create elegant and eye-catching merchandising and store design.

**Sales Associate, Nordstrom - Collectors and Couture Departments**

**August 2001 - April 2004**

* Utilized visual display talent on a weekly basis as the Primary Merchandiser for the Designer Women's Wear department.
* Awarded Associate of the Year, 2000 and five-time Associate of the Month for sales volume that was consistently 25-35% above average.
* Coordinated bi-annual trunk shows to premiere new collections which included marketing and detailed event planning.
* Participated in ongoing professional development in fashion by having attended quarterly clinics for incoming fashion lines.
* Collaborated with tailors and seamstresses for custom fittings and alterations.
* Scheduled and conducted exclusive shopping opportunities for high-end customers.

**Sales Associate, BCBG**

**February 1999 - August 2000**

* Provided exemplary customer service by listening to customer desires and building ongoing relationships. Consistently exceeded sales goals by 15-20%.
* Maintained merchandising standards as dictated by seasonal themes and showcases.

# Education

**Microsoft Office Specialist - Microsoft Office 2016**

Microsoft Certification 2016

**Bachelor of Arts - Management**

Georgia State University - Atlanta, GA 2000-2002

**Associate Degree - Merchandising**

Valencia College - Orlando, FL 1997-1999

# Computer Skills

Microsoft Office Suite

Adobe Photoshop Elements

QuickBooks

Social Media Marketing

UPC Inventory Tracking Systems.