



ROSELYN COLEMAN

SUMMARY

I like to aid in character building, Social Media Presence and Business Growth.

I am a fast learner and great under pressure.

I am a team player and a born leader.



Atlanta, GA 30312



317-507-8997



indyroselyn1@gmail.com

EDUCATION AND TRAINING

Associate of Arts

Restaurant And Culinary Management

Sullivan University, Louisville, KY
June 1998

Associate of Business Administration

Small Business Administration And Management

Roberto C. Goizueta Business School , Atlanta, GA
November 2018

SKILLS

- Effective Communicator and Public Speaker
- Integrity and Transparency
- Relationship and Team Building
- Leadership and People Development
- Business Development
- Change and Growth Management
- Employee Motivation and Performance
- Financial Management
- Balanced Work Ethic
- Thrive Under Pressure
- Approachable and Outgoing

EXPERIENCE

OWNER/MAKE-UP ARTIST

Big Ego Cosmetics | Atlanta, GA | August 2015 - Current

- Promoted business on social media platforms to maximize brand identity and generate revenue.
- Developed business and marketing plans and prepared monthly financial reports.
- Set pricing structures according to market analytics and emerging trends.
- Led startup and opening of business and provided business development, creation of operational procedures and workflow planning.
- Enhanced operational performance by developing effective business strategies, systems and procedures.
- Monitored supplier operations to verify quality, delivery schedule and conformance to contract specifications.
- Analyzed client business needs and assisted in determining appropriate resources and strategies.

MANAGER

Tftinc | Atlanta, GA | December 2019 - September 2021

- Trained employees on additional job positions to maintain coverage of

roles at all times.

- Assigned tasks to associates to fit skill levels and maximize team performance.
- Recruited and hired qualified candidates to fill open positions.
- Greeted and encouraged feedback from customers to implement in-store operational changes.
- Collaborated with staff to maximize customer satisfaction, streamline procedures and improve bottom-line profitability.
- Facilitated exceptional sales and performance results by focusing on continuous improvement approaches and capitalizing on emerging market opportunities.
- Managed shifts in absence of store manager to deliver excellent customer service while promoting sales.
- Organized store and maintained high standards for cleanliness of parking lot, restroom and stockroom.
- Delivered level of service to customers in effort to build upon relationships for future clients.