

Philip Blake
3812 W. Center Street
Milwaukee, WI. 53210

(414) 875-8114

Objective

Ambitious goal oriented individual seeking a challenging position within your organization.

Experience

Phillip's Apparel
Proprietor

Milwaukee, WI.
1996 to Present

- ♦ Sold men and women's clothing.
- ♦ Advised customers about new styles and the appropriateness of garments for particular occasions.
- ♦ Answered questions about fabric, design and the quality of garment.
- ♦ Measured customers to determine garment size required and marked garment for alterations.
- ♦ Selected standard-size garments nearest to customer's measurements.
- ♦ Sold merchandise to individuals in store.
- ♦ Greeted customers on sales floor and ascertained make, type and quality of merchandise desired.
- ♦ Displayed merchandise, suggested selections that met customers' needs and emphasized selling points of article.
- ♦ Supervised employees, scheduled work hours, resolved conflicts, determined salaries.
- ♦ Prepared sales slips and sales contracts.
- ♦ Executed daily operations of business.
- ♦ Received payments and obtained credit authorizations.
- ♦ Wrapped merchandise for customers.
- ♦ Altered clothing to fit individual customers and repaired defective garments following alteration and repair tags and marks on garments.
- ♦ Removed stitches from garments, using ripper and razor blade.
- ♦ Examined tags and garments to ascertain necessary alterations.
- ♦ Shortened and lengthened sleeves and legs.
- ♦ Expanded and narrowed waist and chest.
- ♦ Raised and lowered collar.
- ♦ Resewed garments, using needle and thread and sewing machine.

Paulette's Variety
Sales Clerk

Milwaukee, WI.
1995 to 2000

- ♦ Obtained and received merchandise, totaled bills, accepted payments and made change for customers in retail store.
 - ♦ Stocked shelves, counters, and tables with merchandise.
 - ♦ Set up advertising displays and arranged merchandise on counters and tables to promote sales.
 - ♦ Stamped, marked, and tagged price on merchandise.
 - ♦ Obtained merchandise requested by customers.
 - ♦ Received merchandise selected by customers.
 - ♦ Answered customers' questions concerning location, price and use of merchandise.
 - ♦ Totaled price and tax on merchandise purchased by customers, using cash register, and calculator.
 - ♦ Accepted payments and made change.
 - ♦ Wrapped and bagged merchandise for customers.
 - ♦ Cleaned shelves, counters, and tables.
 - ♦ Removed and recorded amount of cash in register at end of shift.
 - ♦ Calculated sales discount to determine price.
 - ♦ Kept record of sales, prepared inventory of stock, and ordered merchandise.
-

Milwaukee Journal Company
Collector

Milwaukee, WI.
1989 to 2000

- ◆ Delivered and sold newspapers to subscribers along prescribed route and collected money periodically.
- ◆ Kept records of accounts.
- ◆ Contacted prospective subscribers along route to solicit subscriptions.
- ◆ Drove truck or automobile over prescribed route to deliver newspapers to wholesale newspaper dealers and to bus, airline, and express stations for shipment.
- ◆ Loaded newspapers onto vehicle.
- ◆ Reviewed list of dealers, customers, and station drops for change in deliveries.
- ◆ Kept records of deliveries made.
- ◆ Collected payment for newspaper deliveries from customers.

Education

Hamilton High School
High School Diploma

Milwaukee, WI.

Milwaukee Area Technical College
Alterationist Certificate

Milwaukee, WI.

References

Available upon request

Business Improvement District 39 Experience

- Nominated to the BID Board in 2015
- Serve as Board Member and attended New Board Member Orientation
- Worked on the Façade Grant committee for the board - reviewed & approved grants
- Participated in BID training to include marketing and Safety & Security
- Attend BID board meetings and work on committees
- Currently serves as the Bid Treasurer (2nd year)
- Participated in Audit with Ritz Holman
- I continue to seek ways to help businesses make it on Center Street
- I serve on the Shop Center Street Committee (Leadership)