



Joseph Bear

SALES ASSISTANT

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400 Baggett Road, Yonkers, NY 10701, United States

(914) 242-7122

Profile

Motivated Sales Assistant dedicated to providing top of the line customer service. Organized, detail oriented, and a self starter. Dedicated to increasing sales by providing customers with careful consideration and support. Bringing forth several years of experience achieving success in retail settings.

Employment History

Sales Assistant, Target, New York

December 2017 — September 2019

- Greeted customers with a friendly and helpful attitude.
- Answered any questions regarding inventory, sales, and promotions.
- Carefully and accurately rang up items and neatly packed customer bags.
- Worked well with other employees to ensure smooth processes.
- Focused on being punctual, hardworking, and reliable.
- Assisted with displays and offered ideas to increase product appeal.

Sales Assistant, Lila's Corner Shop, Seattle

March 2013 — June 2017

- Recorded and processed all gift orders in an organized and careful manner.
- Handled window displays and changed them for each season.
- Sent out monthly newsletters detailing store events and promotions.
- Provided customers with relevant information and suggestions.
- Answered phone calls and relayed messages to store personnel.

Education

Associate in Business Administration, Westchester Community College, Valhalla

August 2015 — May 2017

High School Diploma, Harrison High School, Harrison

September 2011 — June 2015

Skills

Organizational Skills



Excellent Communication Skills



Customer Service Skills



Advanced Math



References

Lee Osmond from Target

Lila O'Rourke from Lila's Corner Shop