

Connie Halls

2308 Birdsdale Drive, Gresham, OR 55124
(914) 999-9549, Email

CAREER FOCUS: Retail Sales Associate

PROFILE: An extremely dedicated individual with great attention to detail and customer focused approach. Excellent ability to relay product information during individual and group presentations. Strong interpersonal skills and exceptional creativity in managing window displays.

CORE STRENGTHS

- Excellent operations management ability
- Exceptional acumen for providing sales support
- Able to meet sales goals
- Computer: Word and Excel
- Bilingual: English and French

EDUCATION

MAYS BUSINESS SCHOOL, Gresham, OR – 2015

Certificate in Retailing

Coursework: Retailing Concepts & Policies ~ Strategic Planning ~ Merchandising ~ Personal Selling ~ Strategic Marketing ~ Account Planning

STATE UNIVERSITY, Gresham, OR – 2014

Bachelor's Degree in Business Administration

RELATED SKILLS

- Excellent communication skills
- Ability to assume a high degree of responsibility
- Working knowledge of retail environment
- Demonstrated ability to resolve conflict and customer issues
- Conversant in managing inventory and stocks

ACADEMIC ACHIEVEMENTS

- Head of the Dean's Honor List
- Winner of the university business fair held at the Expo Center

VOLUNTEER WORK

- Volunteer for the local community service office – 2014
- Volunteered services for Green Peace – 2013