

# **JAMES WILLIAM | LEGAL SECRETARY**

Address 123Anywhere,Los Angeles,USA1 2DY | 888-888-888 |Hello@gmail.com

## **- SUMMARY -**

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market. Circulate among potential customers or travel by foot.

## **- WORK HISTORY -**

### **Target & Beyond, Inc | San Francisco CA**

Senior Sales Associate                              July 2017 to Present

Arrange buying parties and solicit sponsorship of such parties to sell merchandise; Contact customers to persuade them to purchase merchandise or services. Circulate among potential customers or travel by foot, truck, automobile, or bicycle to deliver or sell merchandise or services; Direct and coordinate activities involving sales of manufactured products, services, commodities, real estate or other subjects of sale.

### **Bright Spot LTD | Boston MA**

Sales Associate                                      December 2015 to July 2017

Maintained organized presentable merchandise to drive continuous sales, Organized racks and shelves to maintain store visual appeal, engage customers and promote merchandise, Evaluated inventory and delivery needs, optimizing strategies to meet customer demands. Analyzed and processed returns, assisting customers with finding alternative merchandise to meet needs.

## **- EDUCATION -**

### **RIVER BROOK UNIVERSITY | Chicago, IL**

Arts in History , Bachelor                              July 2014 to December 2015

Maintained organized presentable merchandise to drive continuous sales, Organized racks and shelves to maintain store visual appeal, engage customers and promote merchandise. Evaluated inventory and delivery needs, optimizing strategies to meet customer demands, Analyzed and processed returns, assisting customers with finding alternative merchandise to meet needs.