



# Joseph Bear

SALES ASSISTANT

✉ [vbear\\_jo450sph@gmail.com](mailto:vbear_jo450sph@gmail.com)

📍 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



Customer Service Skills



Excellent Communication Skills



Advanced Math



## References

Lee Osmond from Target

Lila O'Rourke from Lila's Corner Shop