

# Roxanne Sanchez

Upland, CA

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A energetic, hardworking, motivated individual. Seeking a Full-time position to utilize my skills.

Willing to relocate to: Corona, CA - Ontario, CA - Rancho Cucamonga, CA

## WORK EXPERIENCE

### **Sales Floor Supervisor**

Cloud Marketing, Inc. - Rancho Cucamonga, CA - January 2015 to Present

Call center marketing company

- In charge of supervising the sales floor
- keeping all employees on task
- setting and adjusting problems with the dialer
- submitting sales spreadsheets to clients
- sales coaching as needed
- customer service

### **District Manager-Forever Beauty**

Forever Beauty - February 2013 to January 2015

In charge of several locations: West Covina, Tyler, and Montclair

- Overview of all locations productivity, inventory, finance and operations
- Thorough training of new and current employees in approaching customers, sales knowledge, inventory, cash wrap, & product knowledge
- Managed schedules according to work week & employee availability
- Delivered exceptional customer service & met sales quota as a district
- Completed weekly payroll for employees worked hours

### **Office Clerk**

Affinity Financial - January 2012 to August 2012

1/2012-8/2013

- Filing, entering business information into computer
- Scheduled appointments for business meetings
- Answering phone calls, connecting customers to correct extensions

## EDUCATION

Centennial High School - Corona, CA

September 2006 to June 2009

## SKILLS

Type 45 Wpm

## ADDITIONAL INFORMATION

### Skills and Qualifications

- Able to operate fax machines, copiers, multi phone lines and other office equipment
- Ability to handle multiple tasks and work under pressure
- Management/District management experience
- Familiar with Microsoft word, Excel, and Power point,3C logic.