

Marie Perez

RETAIL

Rialto, CA

perezmarie86@gmail.com - 9096446247

I have 5 years or more working in retail establishments, I also have 1-2 years working as an Assistant Manager/ Supervisor for retail establishments. Have experience in many areas such as:

- POS/Computers
- Customer Service
- Store management
- Employee management
- Bilingual • Inventory & Pricing Controls
- Customer order fulfillment
- Reports & Documentation
- Compliant handling/Problem Solving
- Outside sales

WORK EXPERIENCE

Administrative Assistant

Missabella Housekeeping - Whittier, CA - September 2015 to Present

Responsibilities

Inbound/Outbound Calls, Emails, Phone Leads, Internet Leads, Appt Setting, Sales & Service Calls. Customer Service, managing associates, payroll

Accomplishments

helping the company accomplish monthly, weekly daily goals

Skills Used

customer service, management, phone, computer,

Cashier

Fontana Nissan - Fontana, CA - November 2014 to October 2015

Responsibilities

Handle money, charger credit cards, refund. Cashier for service and parts, file invoices close invoices

Accomplishments

Making sure all I give adequate customer service to all guest

Business Development Manager

Ford of upland - Upland, CA - November 2013 to October 2014

Inbound/Outbound Calls, Emails, Phone Leads, Internet Leads, Appt Setting, Sales & Service Calls. Customer Service, managing associates, payroll

Sales Representative

4G Wireless - Rialto, CA - May 2013 to October 2013

Responsibilities

Open close inventory customer service handle cash bank deposit answer phone

Accomplishments

Meeting and exceeding monthly quotas customer service

Skills Used

Bilingual. Customer service

Administrative Assistant/Assistant Store Manager

Wireless No Other Way Verizon Authorized Retailer - Calimesa, CA - November 2012 to April 2013

Customer Service, Help customers with there wireless account such as add a line, upgrade a line. Help them change plans. Open and Close retail establishments. Help customers manage thoeir accounts and accept customer payments. Manage hours and payroll, scheduling, Issuing of checks, Hire and fire, training. Submit Contracts

SALES REP

2020 COMMUNICATIONS - Inland Empire, CA - May 2012 to August 2012

TRYING TO SAVE CUSTOMER MONEY ON SWITCHING TO VONAGE HOME PHONE SERVICE

CASHIER

HARBOR FREIGHT TOOLS - San Bernardino, CA - March 2012 to June 2012

CASHING CUSTOMERS OUT FROM THERE PURCHASES, CLEANING, STOCKING

SALES ASSOCIATE

FOREVER 21 - Chino Hills, CA - November 2008 to February 2009

CLEANING, STOCKING, CUSTOMER SERVICE,

KEYHOLDER

OSHKOSH BGOSH - Ontario, CA - July 2007 to December 2007

OPEN AND CLOSE STORE, HELP MANAGER MANAGE STORE AND EMPLOYEES, PAYROLL, SCHEDULING, STOCKING, FREIGHT, HANDLE MONEY, BANK DROPS, FLOOR MOVEMENTS

KEYHOLDER

ANNE KLEIN - Ontario, CA - October 2006 to June 2007

OPEN AND CLOSE STORE, HELP MANAGER MANAGE STORE AND EMPLOYEES, PAYROLL, SCHEDULING, STOCKING, FREIGHT, HANDLE MONEY, BANK DROPS, FLOOR MOVEMENTS

SALES ASSOCIATE

KASPER ASL - Ontario, CA - May 2006 to October 2006

CUSTOMER SERVICE, CLEANING, STOCKING, FREIGHT, P.O.S

EDUCATION

Diploma in General Education

Milior High School - Rialto, CA

SKILLS

RETAIL MANAGEMENT