

SALES ASSOCIATE

Core Strengths

- Sales understanding
- Multi-tasking ability
- Organizational skills.
- Customer- and service-oriented
- Excellent communication skills
- Listening skills
- Reliable and punctual
- Organized
- Flexible schedule

Accomplishments

Customer Interface

- Greeted customers upon entrance and handled all cash and credit transactions.
- Assisted customers over the phone regarding store operations, product, promotions and orders.
- Stocked shelves and supplies and organized displays. Organized racks and shelves to maintain the visual appeal of the store. Verified that all customers received receipts for purchase.
- Received and processed cash and credit payment for in-store purchases.
- Described use of operation of merchandise to customers.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Helped customers over the phone regarding our store policy and store hours
- Helped customers over the phone regarding our store merchandise

Work Experience

08/2015 to Current

Sales Associate Company Name - City , State

Maintained up-to-date knowledge of store policies regarding payments, returns and exchanges.

Excelled in exceeding daily credit card application goals.

Managed quality communication, customer support and product representation for each client.

Served as the company's only bilingual Spanish/English customer service representative.

Assisted customers with store and product complaints.

Processed and issued money orders for customers.

Responsible for ringing up customers in a timely manner and guaranteeing high level of customer service.

Organized the store by returning all merchandise to its proper place.

Processed merchandise returns and exchanges.

11/2014 to 03/2015

Team Member Company Name - City , State

Maintained up-to-date knowledge of store policies regarding payments, returns and exchanges.

Worked as a team member performing cashier duties, product assistance and cleaning.

02/2017 to Current

Sales Associate Company Name - City , State

Worked as a team member performing cashier duties, product assistance and cleaning.

Assisted customers with store and product complaints.

Organized the store by returning all merchandise to its proper place.

Processed merchandise returns and exchanges.

Educational Background

2015

High School Diploma Monroe High School - City , State

Associate of Science South Piedmont Community College - City , State , Monroe Currently enrolled in college.

Interests

Soccer, Working out, Music/Concerts

Skills

Customer service

Customer Satisfaction

Bilingual

Quick Learner

Good interpersonal skills

Good communication skills

Works well under pressure

Attention to detail

Collaborative team member