

## SALES ASSOCIATE

### Summary

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

### Skills

- Effective at multitasking
- Works well independently and in groups
- Excellent Computer skills
- Organized
- Fast learner
- Personable
- Customer orientated
- Interpersonal communication

### Experience

Sales Associate , 11/2018 to Current

Company Name – City , State

- Analyze and properly process product returns
- Maintain and organize merchandise to drive sales
- Organize shelves to maintain store visual appeal
- Engage customers and promote specific merchandise
- Maintain records related to sales, returns, and inventory availability
- Recommend merchandise to customers based on needs and preferences
- Sell various products by demonstrating, explaining unique features, and educating customers on proper handling and care
- Answer incoming telephone calls to provide information about products, services, store hours, policies and promotions

Volunteer - Receptionist , 09/2018 to Current

Company Name – City , State

- Meet incoming customers with professional approach and provide friendly, knowledgeable assistance
- Keep reception area clean and organized to offer positive first impression to every visitor
- Helped set up events
- Greet customers, answer general questions, and direct to appropriate locations or personnel

Stylist , 07/2018 to 10/2018

Company Name – City , State

- Initiated friendly conversation with each customer to determine level of assistance required
- Maintained assigned area to store standards by setting up and monitoring accurate ad signage and correct merchandise placement
- Handled price checks, merchandise transfers, and fitting room returns to keep store orderly
- Greeted each customer and offered to assist them to provide excellent customer service
- Followed all company policies, rules, and procedures to promote company goals and ensure safety
- Helped customers by answering questions and locating merchandise
- Sought opportunities to up-sell and add-on additional merchandise
- Rang up sales at registers and bagged merchandise
- Prevented store losses by utilizing awareness, attention to detail, and integrity

Assembly Line Worker , 06/2016 to 03/2018

Company Name – City , State

- Received and correctly processed both written and verbal instructions
- Observed all safety policies and procedures
- Utilized established assembly instructions to complete jobs in an efficient and accurate manner
- Assisted quality assurance by visually inspecting items and removing defective parts

- Worked in a team-based environment to maintain line productivity

Education and Training

Associate of Arts and Science Wenatchee Valley College - City , State

Currently Attending

High School Diploma : 2017

Eastmont Senior High School - City , State

Skills

- Self-motivated
- Dependable and reliable
- Effective at multitasking
- Works well independently and in groups
- Excellent Computer skills
- Organized
- Fast learner
- Creative
- Personable
- Internet Savvy
- Customer assistance
- Interpersonal communication

Work History

Stylist , 07/2018 to 10/2018

Company Name – City , State

- Initiated friendly conversation with each customer to determine level of assistance required.
- Maintained assigned area to store standards by setting up and monitoring accurate ad signage and correct merchandise placement.
- Handled price checks, merchandise transfers and fitting room returns to keep the store orderly.
- Greeted each customer and offered to assist them to provide excellent customer service.
- Followed all company policies, rules and procedures to promote company goals and ensure safety.
- Helped customers by answering questions and locating merchandise.
- Sought opportunities to up-sell and add-on additional merchandise.
- Assisted in ringing up sales at registers and bagging merchandise.
- Prevented store losses by utilizing awareness, attention to detail and integrity.

Assembly Line Worker , 06/2016 to 03/2018

Company Name – City , State

- Built containers and pack parts in accordance with detailed packing specifications.
- Received and correctly processed both written and verbal instructions, prints and work orders.
- Observed all safety policies and procedures Utilized established assembly instructions to complete jobs in an efficient and accurate manner.
- Assisted quality assurance by visually inspecting items and removing defect parts.
- Worked in a team-based environment to maintain line productivity.

Library Volunteer , 01/2017 to 06/2017

Company Name – City , State

- Checked in, checked out and renewed library materials.
- Located requested books on the shelves and in the library database.
- Sorted and shelved donated collections as needed.
- Cleaned and organized the shelves and display cases, including the checkout desk.
- Welcomed customers into the library and helped them locate items.
- Used time efficiently when not serving customers, including cleaning and updating library's website.
- Actively pursued personal learning and development opportunities.