

SALES ASSOCIATE

Professional Summary

Creative problem solver offers exceptional analytical, communication and interpersonal skills; extensive Mental Health and I/DD experience; management/supervisory skills and a commitment to proficiency and effectiveness for a progressive, quality-driven organization. HIV Director/Case Manager- 3years (B.R.O.N. CDC) Person Centered Thinking Train-the-Trainer Qualified Professional Experience/ 20 years- (CAP-MR/DD; MH/SA; ICF/MR) CPR-First Aid/Bloodborne - Certified Customer Service experience over 20 years Church Office Manager 3+ years Notary Public Teacher/Lecturer Develop policy and procedures manual for other agencies Music Director 6+ years

Skills

- Project management
- Strategic planning
- Budgeting and finance
- Recruitment and talent development
- Process improvement
- Visionary
- Microsoft Office Suite expert
- Visionary
- Customer relations
- Quality control
- Personnel management
- Customer-oriented
- Accounts payable and receivable
- Flexible thinker
- Complex problem solving
- Customer needs assessment
- Microsoft Office Suite expert

Work History

Sales Associate 04/2013 to Current

Company Name – City , State

- Greeted customers in a timely fashion while quickly determining their needs.
- Recommended merchandise to customers based on their needs and preferences.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Responded to customer questions and requests in a prompt and efficient manner.
- Contacted other store locations to determine merchandise availability.
- Engaged with customers in a sincere and friendly manner.
- Completed all cleaning, stocking and organizing tasks in assigned sales area.
- Built relationships with customers to increase likelihood of repeat business.
- Contributed to team success by exceeding team sales goals by