

SALES ASSOCIATE

Summary

Motivated student seeking entry-level position. Friendly, outgoing and energetic team player with hard-working and driven nature.

Experience

01/2016

Sales Associate Company Name - City , State

- Provided high-quality customer service to optimize customer purchasing and payment process.
- Initiated inventory control measures to sustain stock levels, and helped to order new inventories.
- Educated customers on available product options to meet and exceed customer service experience.
- Investigated and resolved customer complaints or issues to strengthen store reputation and grow customer retention.

01/2014 to 01/2015

Cafe Attendant Company Name - City , State

- Maintained high standards of customer service during high-volume, fast-paced operations.
- Consistently provided friendly guest service and heartfelt hospitality.
- Promptly and empathetically handled guest concerns and complaints.
- Demonstrated integrity and honesty while interacting with guests, team members and managers.
- Greeted customers and provided excellent customer service.

01/2013 to 01/2014

Food Prep Company Name - City , State

- Responsible for the production and plating of desserts.
- Ensured freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- Helped with preparation, set-up, and service for catering events.
- Spoke with patrons to ensure satisfaction with food and service.
- Prepared food items.

Education

2016

High School Diploma Manchester Central High School - City , State

Sociology and Justice Studies University of New Hampshire - City , State Sociology and Justice Studies

Skills

Great communication skills, excellent customer service, customer service experience, Customer service, fast, focus, inventory control, Multi-tasking, purchasing, quality