SALES ASSOCIATE

Profile

Highly effective in promoting a positive, productive environment.Reputation for excellence and high quality service to clients.Good eye for detail; well organized, skilled in setting priorities.Resourceful and self-confident; can get the job done, and do it well.Strong interpersonal and communication skills.Remain calm and work well under demanding conditions.Proven record of innovative and effective staff development.Strong commitment, vision and leadership.

Skill Highlights

Adobe (2 years), Microsoft Office (4 years), Adobe Cloud (2 years), Photoshop (2 years), Data Entry (2years), Merchandising (3 years) Critical thinker

Detail oriented

Microsoft Word, Excel, PowerPoint

Planning/coordinating

Team leadership

Areas of Expertise

- Being able to learn every little thing i can about each department of my job , gaining alot of experience working with people.

Design

- Created high-quality Flash designs.

Website Design

- Created accent graphics, banner ads, icons, animations and logos using Photoshop and Illustrator.

Work Experience

October 2016
to
Current
Company Name City , State Sales Associate

- Worked with clients to analyze computing and network needs and installed appropriate solutions within each organization's budget. Improved reliability of supply chain software, systems, database and order processing. Developed and managed project plans while providing status updates to management. Designed, documented and executed maintenance procedures, including system upgrades, patch management and system backups. Other duties may be assigned.
- Smile.
- Greet customers and determine how to meet and exceed their expectations.
- Develop & Exhibit proficiency in Customer Service, Print and Copy Services, Packaging Services, designbrochures, NCR forms , ECT.
- Postal, Shipping, & Freight Services and Computer Skills,.
- Receive, sort and place mail in mailbox modules accurately.
- Record all sales transactions on Point of Sale and accurately process cash, checks, credit card anduniversity internal billing transactions.
- Print reports as requested.
- Pack contents for shipping using established procedures and products.
- Deliver mail, overnight letters, parcels and facsimiles to customers.
- Operate all software programs including but not limited to Point of Sale, Counter Manifest System,Mailbox Manager, MS Office and other programs as required.
- Receive and process packages for shipping, including lifting and weighing packages on scale, accessingManifesting software, generating labels and retrieving packages from customers when requested.
- Prepare documents for traces and shipping claims.
- Assist in merchandising the center, including: stocking shelves with product, ensuring a clean andorderly appearance of product, informing manager of inventory levels for re-ordering supplies, beinginformed of product specifics (i.e.

- warranties, durability claims, pricing, etc.)Open & Close out of POS to include: reconciliation of cash, checks, credit cards, and all othertransactions accurately and in accordance with company policy and procedure.
- Operate printer/copiers, fax machine, binding equipment and all other office machines in a safe,efficient and productive manner.
- Help customers operate those machines they have access to asRequired.

September 2014
to
November 2014
Company Name City , State Front Counter Clerk

- Multitask, be responsible for my shift.
- AccomplishmentsI got to put my math skills to work with all the money I have to go through all day long and make sure it's allcorrect amounts as well as my paperwork.

Company Name City , State Clerk II Created, organized and maintained files, daily case notes and electronic databases.

Organized office schedules and maintained relationships with necessary agency contacts.
- Facilitated cognitive behavioral programs with offenders in a group setting. Performs routine clerical work.
- Work involves compiling and tabulating data; checking documentsfor accuracy; transporting documents; and maintaining files.
- Works under moderate supervision withlimited latitude for the use of initiative and independent judgment.
- II.
- ESSENTIAL FUNCTIONSA.
- Sorts, opens, inspects, and scans offender correspondence; and sorts and delivers unitdepartmental and offender mail.
- B.
- Assists in preparing forms related to offender correspondence processing and mail roomoperations; maintains records and files; and moves boxes and mail bags.
- C.
- Answers inquiries regarding routine mail room procedures; and maintains contact with theUnited States Postal Service personnel and private mail carriers.
- D.
- Issues postage and writing materials to indigent offenders and offenders on commissaryrestriction; performs data entry and retrieval; and maintains automated data regarding postageand supplies.

Education
2017
The College Of Health Care Professions City , State medical assistant Communication Coursework in Sociology and Psychology Coursework in Biology, Clinical Chemistry and Microbiology Coursework in Anatomy, Physiology and Health Assessments medical assistant Communication Skills and Typing Skills
2014
Floresville High School City , State , USA High School Diploma : High School Diploma Coursework in Marketing, Public Relations and Promotions Management Coursework in Business, Marketing and Communications Communications, English and Journalism coursework Training course in Microsoft Excel and Word.
Skills
Adobe, Photoshop, billing, brochures, C, Cashier, clerical, closing, Communication Skills, credit, Customer Service, Data Entry, designing, fax machine, forms, inspects, inventory levels, letters, materials, Math, Merchandising, access, mail, money I, Microsoft Office, MS Office, Works, Multi-Tasking, multitasking, object-oriented programming, office machines, Packaging, personnel, copiers, POS, pricing, printer, Quick learner, maintaining files, sales, Shipping, supervision, troubleshooting, Typing Skills, weighing

Cash handling
- Shipping and receiving Professional and friendly Careful and active listener Multi-tasking Sales Software: Salesforce.com, TapScan
- Public Relations Software: Bacon's Mediasource, Factiva

- Desktop Publishing Software: Photoshop, Illustrator, HTML

Additional Information

- Willing to relocate: Anywhere