

EXPRESS SCRIPTS

Summary

Responsible and mature Retail Sales Consultant who thrives in fast-paced environments. Enjoys working as part of a team to achieve sales goals.

Accomplishments

- Fulfilled all supervisory duties when Store Manager was on vacation.
- Named "Employee of the Month".
- Received numerous "exceeds expectations" ratings on performance reviews.
- Met monthly sales goals for numerous months.
- Supervised team of three staff members.

Experience

Express Scripts

September 2015 to Current Company Name - City , State

- Exercises sound judgment in issuing credits and making exceptions to customer policies to maintain high levels of customer satisfaction.
- Fielded an average of [number] customer service calls per day.
- Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.

Prime Communication (AT&T Authorized Retailer)

January 2015 to September 2015 Company Name - City , State

- Created strategies to develop and expand existing customer sales, which resulted in a 20% increase in monthly sales.
- Initiated daily store counts, orders and acquired proper products
- Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices.

Radio Shack

November 2013 to January 2015 Company Name - City , State

- Operated a cash register to process cash, check and credit card transactions.
- Computed sales prices, total purchases and processed payments.
- Described merchandise and explain operation of merchandise to customers.
- Replenished floor stock and processed shipments to ensure product availability for customers.
- Facilitated monthly and quarterly physical inventory counts.
- Administered all point of sale opening and closing procedures.
- Opened and closed the store, including counting cash, opening and closing cash registers and creating staff assignments.
- Worked as a team member to provide the highest level of service to customers.
- Maintained friendly and professional customer interactions.

Education

High School Diploma : Business/ Computers Camden County High School - City , State

Skills

- Administrative
- Cash handling
- Excellent communication
- interpersonal skills
- Detail-oriented merchandising
- Self-motivated
- 70 WPM