

SALES

Summary

To obtain a position where I can utilize my skills and work in an environment that will enhance my knowledge and career. Great organization and communication skills that will aid in excellent customer service and satisfaction.

Highlights

- Bi-lingual
- Multi-line system expert
- Superior communication skills
- Data entry
- Claims expert
- Install coordinator
- Proficient in ordering materials
- Payroll
- Cheerful and energetic
- Effective team player
- Superior organization skills
- Dependable and reliable
- Goal oriented
- Self motivated

Experience

Sales 03/2016 to Current Company Name City , State

- Managing job after sale to completion of install
- Handling claims
- Invoices
- Ordering material
- Exchanges and returns
- Track down custom orders to make sure they arrive on time
- Up-selling customers on special materials
- Managed wide variety of customer services and administrative tasks to resolve customer issues quickly and efficiently

Install Sales Coordinator 03/2014 to 03/2016 Company Name City , State

- Managing job after sale to completion of install
- Handling claims
- Invoices
- Installer payroll
- Ordering material
- Exchanges and returns
- Track down custom orders to make sure they arrive on time
- Up-selling customers on special materials
- Managed wide variety of customer services and administrative tasks to resolve customer issues quickly and efficiently

Keyholder/Sales Associate/Copy Center Supervisor 03/2008 to 12/2013 Company Name City , State

- Open/close the store in place of manager.
- Handle customer "issues" in a professional manner.
- Match customers with the absolute best solution to meet their needs.
- Complete customer orders in a timely manner.
- Manage & help all departments of the store reach an exceed sales budgets & goals.
- Train all new associates in correct policy and procedure.
- Prepare deposit for previous day of business.

Cashier/ Customer Services 01/2006 to 03/2014 Company Name City , State

- Responsibilities Customer service.
- Meet & exceed sales goals.
- Help customer find solutions for his/her business or home.
- Re-stock and clean front end at the end of shift.

Skills

- Bi-lingual
- Excellent communication skills
- Outstanding people skills
- Creative, insightful, innovative, assertive
- Leadership- result oriented and goals achiever
- Efficient under pressure
- Proficient phone skills

Education

Business, Freshman Truckee Meadows Community College City , State Business, Freshman High School Diploma 2007 West High School City , State