



HENRIETTA MITCHELL

SALES REPRESENTATIVE

PERSONAL PROFILE

I am a professional Sales Representative with over 6 years experience in providing excellent customer support and building customer loyalty.

SKILLS & ABILITIES

- Motivated, well-disciplined individual
- Finds joy in assisting others
- Knowledgeable in conversational English, Spanish, and French
- Team player

CONTACT INFORMATION

Home: 123-456-7890
Cell: 123-456-7890
hello@reallygreatsite.com
www.reallygreatsite.com
123 Anywhere Street, Any City, State,
Country 12345

EMPLOYMENT HISTORY

Sales Representative

Portal-Milby Games Hub (2017 - Present)

- Personally handles level 3 client concerns
- Handles internal operations to improve the quality of service
- Performs internal auditing for backroom stock

Sales Representative

Gold Lamb Business Services, Inc. (2013 - 2017)

- Monitored customer satisfaction in all company products and services
- Assisted in problem solving and brainstorming solutions to existing concerns

EDUCATIONAL HISTORY

Ablecooke College

Bachelor of Business Management Studies, 2013

- Secretary, Student Union
- Member, Marketing Club
- Member and Volunteer, Student Tutoring Center
- Member, Field Hockey Team
- Member, Hiking Club

San Dias High School

Graduated in 2009, 3.2 Unweighted GPA

- Vice President, Student Council
- Vice President, Drawing Club
- Member, French Society
- Member, Model United Nations
- Member, Varsity Basketball Team

INTERESTS AND HOBBIES

I am interested in studying different languages. Currently, I am teaching myself how to speak conversational Mandarin. I also enjoy reading and drawing.

