

ALYSSA SZUTZ

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PROFESSIONAL SUMMARY

Responsible, hardworking sales associate proficient in Sales and Customer Service. Passionate and motivated, with a drive for excellence. Over 12 years in Retail and Sales positions.

SKILLS

- Customer and Personal Service
- Mathematics
- Active Listening
- Monitoring
- Computers and Electronics
- Time Management
- Sales and Marketing
- Budgeting
- Preparation
- Critical Thinking

EXPERIENCE

JANUARY 2014-CURRENT

Homemaker | Stay at Home Mother | Charlotte, NC

Take care of all of the household needs such as budgeting the entire household. Planning, and organizing all of the different schedules. Running errands, and collecting all of necessities needed for everyday use. Cleaning, organizing, and keeping orderly manner to the household to keep everything running smoothly.

OCTOBER 2016-JANUARY 2018

Retailer | LuLaRoe Alyssa Szutz | Charlotte, NC

Preparing and processing requisitions and purchasing orders for supplies and equipment. Selecting product based on supply and demand. Maintaining records of goods ordered and received. Answering questions regarding the shop and its merchandise. Recommending, selecting, and helping customers to find the product that is best suited for them based on style, size, and body type. Creating an online presence and customer base, while engaging customer interaction. Selecting orders, packaging, and shipping orders based off of customer purchases.

JANUARY 2007-OCTOBER 2016

Sales Associate | The Extra Touch | Fairmont, MN

Open and closed the store at the beginning or end of shift, making sure to set everything up, and shut everything off, while securing the store when leaving. Greet customers and ascertain which each customer wants and needs, while recommending, selecting, and helping them locate or obtain merchandise based on their needs and desires. Compute sales prices, total purchases and receive and process cash, check, and credit purchases. Set up displays that show off the best features of products, and organize the sales floor to keep it clean and orderly. Help with the online presence, and marketing of sales, events, and specials through advertising and flyers.

EDUCATION

CURRENT

Furthering Education: Computer Coding
University of North Carolina, Charlotte, NC

Other: Marketing and Computer Information Systems
Dakota State University, Madison, SD

2012

Associate of Arts:
The Interior Design Institute, San Francisco, CA

Other: Marketing
Black Hills State University