Liliya Popkova

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**OBJECTIVE** I’m seeking a challenging career position that will allow me to gain experience and advancement within the company. I would also like the opportunity to utilize my relevant administrative assistant skills

**SKILLS:**

Bilingual (English/Russian)

MS Word

MS Excel

Keyboarding (38wpm)

Ten-key (35smp)

**EXPERIENCE:**

**Claires**

*Third Key*

·Maintaining stores appearance and operating procedures.

·Shipping and receive new and old merchandise

·Stocking and filling all new merchandise according to planograms

·Taking care of customers, answering all questions, and ear piercing

· Achieving sales goals

11-27-07 / 10-12-10 **Precision Castparts Corp (PCC Structurals)** **Milwaukie, OR**

*Administrative Assistant*

·Sending and receiving faxes from other departments.

·Doing data entry and invoicing

·Pulling files for administrative and keeping them up-to-date

·Preparing business correspondence(often using word processing, spreadsheet, and typewriter)

·Air waybills for freight (mass, weight and density)

·Keeping track of purchase numbers, and orders

11-05-06 / 09-17-07 **Macy\*s** **Clackamas, OR**

*Sales Associate*

·Greet customers and assist customers with purchases

·Ensure the highest level of customer satisfaction through personal interaction

·Respond to customer inquiries and provide general store/product information to customers  
· Inform customers of sales and promotions throughout departments

· Handle customer problems and complaints: assess customer needs and resolve problems   
· Maintain a friendly and clean atmosphere for customers   
· Keep inventory of stock, ensuring product availability for customers

12-04-03 / 07-17-04 **Best Buy** **Portland, OR**

*Sales Representative*

· Assisted customers with all store products and general promotions in the store

· Handled all cash register responsibilities (Cash/Credit/Check)

· Stocked products on the shelves

· Occasionally, serve primarily as a Greeter at the front door during busy workdays.

· Use selling techniques such as add on sales and describing technical information to customers to enhance salesmanship and reach store and position sales goals

Ensure the highest level of service is given to each customer.

*Sales* ·