

# JESSICA CLAIRE

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Montgomery Street, San Francisco, CA 94105 • Home: (555) 432-1000 • Cell: • resumesample@example.com •

## Summary

To obtain a challenging position with an organization that offers the opportunity for professional growth and where I can contribute my knowledge and skills to benefit your company.

## Experience

**Sales**, 03/2013 to 11/2014

**Northern Tool** • El Paso, TX,

Greet customers in a prompt and professional manner.

This may be in the showroom, outside on the lot or in the service or parts departments.

All customers regardless of their reason for being at the dealership will be greeted and directed to the proper department or staff member.

Assist customers by helping them find a vehicle, test drive and demonstrate the features and benefits of vehicles.

Answer the questions of the customers and assist them in every aspect of buying an automobile.

Negotiate price, terms and conditions and follow the direction of the sales manager on duty.

Escort customers throughout the sales process according to automobile sales system that is in place at the dealership.

Make follow up calls to past or potential customers.

Ask for referrals and repeat business.

Contacted new and existing customers to discuss how their needs could be met with specific products and services.

Quoted prices, credit terms and other bid specifications. Negotiated prices, terms of sales and service agreements.

Responded to all customer inquiries in a timely manner.

**Sales Associate**, 2013 to 03/2013

**Rent-A-Center Inc.** • Ponce, PR,

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**Sales Associate**, 11/2012 to 01/2013

**Rent-A-Center Inc.** • Puyallup, WA,

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**Sales Associate**, 03/2011 to 10/2012

**Rent-A-Center Inc.** • Raleigh, NC,

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**Sales Associate**, 11/2010 to 03/2011

**Rent-A-Center Inc.** “ Rapid City, SD,

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**Leasing consultant temp**, 05/2010 to 09/2011

**The High Companies** “ Williamsport, PA,

- Assisted in daily operations of an 800 unit apartment community Met with prospective tenants to show apartments Screened rental applicants Prepared lease agreements Collected rents and security deposits Responded to residents' concerns Worked with maintenance staff Prepared work orders.

**Leasing consultant**, 01/2008 to 01/2009

**Penn Brooke Gardens Apartments** “ City, STATE,

- Assisted management in daily operations of a 250 unit apartment community Met with prospective tenants to show apartments Screened rental applicants Prepared lease agreements Collected rents and security deposits Responded to residents' concerns Worked directly with maintenance staff Prepared work orders.

**Owner , Manager**, 2005 to 2008

**Schmoxy's Inn Restaurant** “ City, STATE,

- Responsible for daily operations of 100 seat restaurant Responsible for hiring/ firing of all employees Maintained daily/ weekly schedules Daily inventory of kitchen and bar supplies Oversaw all catering events Created business plan and marketing strategies Advertised Designed restaurant and menu Built client base.

## Education

**Diploma:** Graphics Design, 2003

**Lansdale School of Business** - North Wales, Pa

GPA:

Graphics Design

**Associates Degree:** Office Operations Management , 2005

**Lansdale School of Business** - ,

GPA:

Office Operations Management

**Pennsylvania Real Estate License:** , 2012

**Schlicker Kratz R/E Institute Licensed** - ,

GPA:

## Skills

Ask, benefits, business plan, client, direction, features, firing, hiring, inventory, marketing strategies, Real Estate, sales, sales manager