

Jessica Claire

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SUMMARY

To obtain a position where I can utilize my skills and work in an environment that will enhance my knowledge and career. A 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

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EXPERIENCE

SALES

03/2016 to CURRENT

Northern Tool + Equipment | Minnetonka, MN,

- 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 materialsManaged wide variety of customer services and administrative tasks to resolve customer issues quickly and efficiently

INSTALL SALES COORDINATOR

03/2014 to 03/2016

Lowe's | 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

02/2008 to 11/2013

Staples, The Officesupply Superstore | 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

2006 to 02/2014

The Home Depot | 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, Reno, CA

GPA:

Business, Freshman



High School Diploma |
West High School, Bakersfield, CA
GPA:

2007