

TONIKA BERNARD

LP #53 Eastern Quarry, Laventille , Port-Of-Spain H: 627-2940 | C: 346-0612 | Tonikabernard@hotmail.com

Summary

Ambitious, analytical and articulate sales representative, with over four years experience. Business-savvy, customer-focused with proven track record of implementing successful sales aimed at exceeding company goals. Independent, as well as team-player, with high energy and great communication skills.

Skills

- Honest
- Committed
- Customer-focused
- Reliable
- Microsoft proficient
- Energetic
- Hardworking
- Proactive
- Excellent verbal and interpersonal communication skills

Experience

Store Supervisor Festive Balloons

01/2015 to 10/2017
Port-Of-Spain, Trinidad

- Described use and operation of merchandise to customers.
- Opened and closed the store, including counting cash, opening and closing cash registers and creating staff assignments.
- Received and processed cash and credit payments for in-store purchases.
- Shared product knowledge with customers while making personal recommendations. Placed special merchandise orders for customers.

Store Clerk Flo Essence

04/2012 to 08/2014
Port Of Spain, Trinidad

- Maintained up-to-date knowledge of store policies regarding payments, returns and exchanges.
- Prevented store losses using awareness, attention to detail and integrity.
- Organized weekly sales reports for the sales department to track product success.

Education and Training

Bachelor of Science: Psychology COSTAATT

Trinidad

- Continuing education in Psychology.
- Coursework in Business, Communications and Organizational Psychology

2013

South East Port of Spain

- HSB Grade 2

2012

Civilian Conservation Corps

2011

South East Port of Spain

- English Grade 1
- History Grade 3

2010

Success Laventille Composite School

- Principles of Business Grade 2
- Integrated Science Grade 2

References

- Mrs. Cindy Parsons-Singh Tel: 683-4674
- Ms. Makeda Rosales Tel: 731-1449
- Ms. Cleo Lewis Tel: 743-3894