**TONIKA BERNARD**

LP# 119 Diego Martin Main Road, Diego Martin 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 Energetic  
Committed Hardworking  
Customer-focused Proactive  
Reliable Excellent verbal and interpersonal  
Proficient in MS Word, Excel and PowerPoint communication skills

**Experience**

**Store Supervisor 01/2015 to 10/2017**  
**Festive Balloons 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 04/2012 to 08/2014**  
**Flo Essence 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

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