71 symco dr  New Britain, cT  06053

860-856-1838  hriver713@gmail.com

*Hector Rivera*

OBJECTIVE: To enter the field of Sales or Business to learn every aspect of banking that would further my career.

EDUCATION: **Lincoln Technical Institute**

200 John Downey Dr New Britain, CT 06051

Certified Medical Assistant (CMA)

Anticipated Graduate Date- Aug. 2012

**New Britain High School**

110 Mill St New Britain, CT 06051

Graduated in 2007

Diploma

WORK EXPERIENCE:

Carlo Pazolini, Farmington, CT Sales Associate 01/12- Present

* Being able achieve my sales goal on a daily basis.
* Cashier duties include completing the customer’s transaction effectively.
* Being able to retain the customer and build a relationship with them to increase clientele.
* Giving great customer service is a major part of closing my sales deals.
* Making sure sales floor is up to the highest standard of neat and clean for the customers.
* Assisting customers with their selection of women’s shoes while providing them with comfort and style.

Lord& Taylor, Farmington CT Sales Associate 11/2011- 01/12

* Being able achieve my sales goal on a daily basis.
* Cashier duties included completing the customer’s transaction, making sure my area was clean and maintained, and replenishing cash wrap essentials.
* Closing consisted of making the sales floor look neat and ready for the next opening day.
* Making new customers become loyal customers was my daily task. It went hand in hand with giving great customer service.

Macys, Farmington CT Sales Associate 05/2009-06/2011

* Assisting customers with their selection of women’s shoes while providing them with comfort and style.
* Cashier duties included completing the customer’s transaction, assuring the client found and was satisfied with their selection, making sure the cash wrap was clean and maintained, doing national “charge sends”, and replenishing cash wrap essentials.
* Closing consisted of making the sales floor look neat and ready for the next opening day.
* Clientele was vital in my daily sales but making new customers become loyal customers was also a daily task. It went hand in hand with giving great customer service.

REFERENCES:

Cheyenne Degrandi (Former Co-Worker) Kathelin Suazo (Friend) Human Society State Farm Agent

(860)706-9523 (860)270-9599

TECHNICAL/NONTECHNICAL SKILLS

70 words per minute

Experienced with Microsoft word and Excel