

Jessica Mitchell

Sales Associate

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Jessica-Mitchell/4e674be391d10491](https://www.indeed.com/r/Jessica-Mitchell/4e674be391d10491)

To obtain a rewarding and challenging position which offers the opportunity for growth and fully utilizes my interpersonal, customer services and people skills.

Authorized to work in the US for any employer

WORK EXPERIENCE

Sales Associate

Eternity Fashion - Philadelphia, PA - July 2015 to January 2016

Greeted customers and ascertained what each customer wants or needs.

- Described merchandise and explained use, operation, and care of merchandise to customers.
- Recommended, selected, and helped locate or obtain merchandise based on customer needs and desires.
- Computed sales prices, totaled purchases and received and processed cash or credit payment.
- Answered questions regarding the store and its merchandise.
- Prepared sales slips or sales contracts.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Maintained records related to sales.
- Demonstrated use or operation of merchandise.
- Placed special orders or call other stores to find desired items.

EDUCATION

Diploma

Samuel Fels High School - Philadelphia, PA

2013

SKILLS

Customer Service (1 year)

ADDITIONAL INFORMATION

SKILLS

- Time Management
- Detail-Oriented
- Customer Service
- Basic Computer Knowledge
- Problem Resolution Strategies
- Personable Personality
- Patient