

# Jessica Santos

## Customer Service and Sales Associate, Fashion Representative

Lansdale, PA - Email me on Indeed: [indeed.com/r/Jessica-Santos/7af0aa78a443a396](https://www.indeed.com/r/Jessica-Santos/7af0aa78a443a396)

To obtain a part time position with an upbeat company with flexible hours that will allow me to utilize all of my experience and skills.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Customer Service and Sales Associate, Fashion Representative

AMERICAN EAGLE - North Wales, PA - November 2012 to January 2013

Provided customer service assistance for a unisex retailer of every day fashion for teens to adults while wearing their attire to create brand awareness.

- Politely greeted and assisted customers while efficiently processing transactions.
- Recorded and reported sales data and assisted with store stocking, floor-sets and opening/closing procedures.
- Recorded sales data and operated advanced register system, scanners, and computers.

#### Assistant Manager and Customer Service Associate, Bakery

TABORA FARM & ORCHARD - Chalfont, PA - September 2011 to October 2012

Provided operational support for a bakery with two locations by implementing customer service in Lansdale and Chalfont.

- Started as a Cashier and Store Clerk, promoted to Assistant Manager and helped open second location.
- Promoted merchandise and hosted events through managing social media accounts and delivered bakery orders.

#### Hostess and Food Runner

METROPOLITAN DINER & BAR - North Wales, PA - July 2010 to September 2011

Assisted customers for a high end diner and bar, specializing in American traditional cuisine.

- Welcomed guests and sat them accordingly, including handling reservations and training all staff.
- Served as food runner when needed and developed experience working closely with management to look after other employees.

### SKILLS:

- Proficient in Microsoft Office Suites
- Experience with Adobe Photoshop, Corel Painter, and PaintShop Pro

### EDUCATION

#### Bachelor of Business Administration in Marketing

TEMPLE UNIVERSITY, Fox School of Business - Philadelphia, PA