

# Whitney Jones

## Women's Shoes Sale Associate/Commission - Lord And Taylor

Trenton, NJ - Email me on Indeed: [indeed.com/r/Whitney-Jones/0fde2c92ceb476ee](https://www.indeed.com/r/Whitney-Jones/0fde2c92ceb476ee)

Experienced sales professional, adept at working effectively in multiple departments, including electronics, sales, photo studio, as well as clothing and accessories. High-energy individual with ability to prioritize and multitasking effectively. Maintain a clean, well-organized work area and attractive merchandise displays; consistently provide exceptional customer service. Have also worked in protective services in security operations monitoring a large corporate facility and ensuring the safety of the building and employees. SORA certified.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Women's Shoes Sale Associate/Commission

Lord And Taylor - Lawrenceville, NJ - September 2015 to Present

Sold merchandise at a retail store. Greeted customers. Helped customers find what they wanted. Helped customers choose items. Rang up bills, using calculators, cash registers and mental math. Answered customer questions. Kept current with sales and promotions. Placed special orders. Found out of stock items at other stores. Inventoried stock. Cleaned work area. My accomplishments included: Making sure that I focus on the customers wants and need. To give them excellent customer service. Knowledge sets include: Cash registers, Customer Service, Fashion, Merchandising, Retail, Sales, Sales.

#### Photo Technician & Sales Associate

Sam's Club - Princeton, NJ - October 2011 to September 2015

Provide sales and customer service to shoppers at busy, retail store for major merchandise discounter. Sell merchandise and assist customers in multiple departments. Greet customers in a friendly, professional manner. Help customers find appropriate selections. Show customers how to use and care for merchandise. Ring up purchases. Keep current with sales and promotions. Kept sales records. Order special inventory and supplies.. Use computers to maintain accurate records of daily sales.

#### Security Officer

Sam's Club - Princeton, NJ - June 2014 to January 2015

Monitored premises and grounds of large corporate facility to ensure safety of employees and building. Prevented theft. Guarded designated areas. Patrolled areas for suspicious activity. Reported daily activities. Responded to alarms. Investigated disturbances. Escorted individuals for safety reasons. Transported individuals for personal protection. Prevented passage of prohibited articles or persons into restricted areas. Responded to incoming calls and answered questions and concerns. Removed violators from premises. Knowledge sets include: Alarm systems, Fire extinguishers, First Aid, Flashlights, Patrol cars, Safety, Security alarm systems, Security surveillance systems, CPR, Driving.

#### Cashier

Family Dollar - Ewing, NJ - September 2010 to November 2011

Took payment from customers. Scanned items to ring up prices. Scanned all items so that bill was correct. Assisted other cashiers with difficult customers. Bagged purchases. Handled cash and made correct change. Gave receipts. Counted money in cash drawer at the beginning of each shift. Made sure there was enough change in the cash drawer. Greeted customers. Maintained clean work area. Resolved customer complaints.

Knowledge sets include: Cash registers, Cashier, Closing, Credit card readers, Customer Assistance, Dependable, Fast, Money.

### **Cashier and Salesperson**

Ross Dress For Less - Hamilton, NJ - December 2008 to December 2010

Took payment from customers. Scanned all items so that bill was correct. Accepted and processed checks. Assisted other cashiers with difficult customers. Handled cash and made correct change. Gave receipts. Refunded customers for returned items. Counted money in cash drawer at the beginning of each shift. Made sure there was enough change in the cash drawer. Greeted customers. Maintained clean work area. Resolved customer complaints. Knowledge sets include: Cash registers, Cashier, Closing, Dependable, Fast, Money.

### **Skills**

Inventory, Shipping, Receiving, Warehouse, Cycle Count, Customer service, Retail, Sales, Cashier, Merchandising, Fashion, First Aid, Safety, CPR Certified, Computer Skills/Microsoft Word, Telephone Skills, Fast, Dependable, microsoft word

### **Occupational licenses and certifications**

Certificate: SORA Certification, New Jersey State Police, 2014; New Jersey

### **Driver's License**

New Jersey, Class D/Regular

## **EDUCATION**

### **Cosmetology**

Empire Beauty School - Bordentown, NJ  
2008 to 2009

## **CERTIFICATIONS**

### **SORA Certification**

June 2011 to June 2014

### **CPR/First Aid**

June 2014 to June 2016