



JASMIN SMITH

SALES SPECIALIST

PROFILE

I am a client service and sales professional with an entrepreneurial mindset. I have a strong commitment to personal growth, lead by example, and love to find innovative solutions to challenges. I thrive in team environments, and execute well working individually. Combined with my strengths, my skills and experience allow me to show empathy towards my clients which realizes stronger, trust based relationships.

SKILLS

Microsoft Office Suite	● ● ● ● ●
Canva	● ● ● ● ●
Adobe Creative Suite	● ● ● ● ●
Email Marketing	● ● ● ● ●
Social Media Management	● ● ● ● ●

EDUCATION

PACE UNIVERSITY

2015 - 2017 | BA Major in General Studies

CRAVEN COMMUNITY COLLEGE

2012 - 2014 | AA Major in General Studies

CONTACT

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jasmincimone@gmail.com
www.thefixselfcare.com

STRENGTHS

- Consistent with meeting and exceeding sales targets
- Perform well in high-demand fast-paced environments
- Excellent verbal and written communication
- Employ strong leadership capabilities
- Maintain discretion with client databases and confidential information

EXPERIENCE

THE FIX SELF CARE CO. CEO

OCTOBER 2020 - PRESENT

- Formulate natural skin care products, small batch preparation for products, package and ship orders
- Branding, design, website maintenance
- Manage a consistent social media schedule, create posts, engage with community
- Market business through cold calling, and social media to ensure sales targets are consistently met

NEON DAYDREAMS LLC

CEO, RECORDING ARTIST, WRITER
JUNE 2020 - PRESENT

- Taken on all stakeholder roles for the first album release
- Edited all marketing media, created a social media campaign
- Employ strong project management skills
- Write, edit and record all tracks and provide creative direction for video shoots



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EXPERIENCE CONTINUED

AUVORIA PRIME LLC MARKETING AFFILIATE MAY 2020 - PRESENT

- Learned how to trade foreign exchange currency
- Actively trade with live accounts on the financial markets daily, consistently achieving profit goals
- Manage, teach and mentor my team, clarify and answer questions from training modules, provide individual support on getting started and achieving individual financial goals

LYFT AND UBER DRIVER SEPTEMBER 2019 - PRESENT

- Accept rides based on travel distance and proximity to clients to maintain a pleasant experience ride for the client
- Offer a tailored experience, ex. AUX cord option, refreshments, free wifi
- Maintain COVID safety standard at all times through consistent sanitization between clients, wearing a mask, providing masks to clients and requesting hand sanitization upon vehicle entrance

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ESS EDUCATION SUBSTITUTE TEACHER APRIL 2019 - MAY 2020

- Performed all duties for the absent teacher as required by the building principal
- Maintained the established routines and procedures of the school and classroom
- Created a classroom environment conducive to learning tailored to the maturity and interests of the students
- Took all necessary precautions to protect students, equipment, materials, and facility

PACE UNIVERSITY OFFICE OF HOUSING ADMINISTRATIVE ASSISTANT OCTOBER 2015 - MAY 2017

- Administered and enforced guest policies and procedures and checked guests into the dormitory guest rooms
- Provided assistance and resources to students, parents and staff
- Sorted, logged and distributed mail and all other deliveries
- Provided aid to students who were locked out of their dormitory room

DOMINO'S PIZZA CUSTOMER SERVICE REPRESENTATIVE, DELIVERY EXPERT DECEMBER 2014 - AUGUST 2015

- Operated a vehicle safely and within the guidelines of the law to deliver orders to customers in a timely fashion
- Helped prepare orders, accepted orders through the telephone system and face-to-face at the service counter
- Addressed any customer concerns in a professional, courteous, and supportive manner

REFERENCES SUPPLIED UPON REQUEST