

## Salesperson

ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

6+ years of experience as a Salesperson. Experienced in management, sales, customer service, multitasking, office work, and very adaptable to learning new skills. I'm very interested in finding a career that I feel I love to do every day in a work environment that is fair and organized, friendly and everyone does their part.

## Skills

Adobe, Adobe Acrobat, Belt Conveyors, Cash Deposits And Receipts, Customer Complaint Resolution, Customer Service, Data Entry, Dollies, Electronic Funds Transfer, Food Preparation, Food Service Experience, Forklift, Global Positioning System, Heavy Equipment, Housekeeping, Inventory Management, Management, Mathematics, Microsoft Excel, Microsoft Office, and Microsoft Outlook.

## Work Experience

### Salesperson

**ABC Corporation** - January 2014 - Present

- Recommending, selecting, and helping locate or obtain merchandise based on customer needs and desires.
- Describe merchandise and explain use, operation, and care of merchandise to customers.
- Maintaining knowledge of current sales and promotions, policies regarding payment, returns, exchanges, and security practices.
- Computing sales prices and total purchases using calculators, cash registers, pos machines, mental math, and receive and process cash or credit payment.
- Opening and closing cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Selling or arranging for delivery, insurance, financing, or service contracts for merchandise.
- Responsible for coaching new salespeople on customer service and sales techniques.

### Customer Service Representative (CSR)

**ABC Corporation** - April 2013 - December 2013

- Recommended vehicles to customers based on customer needs and interests.
- Contacted regular and prospective customers to demonstrate vehicles and solicit orders.
- Demonstrated excellent communication skills including telephone proficiency.
- Answer customers questions about products, prices, availability, product uses, and credit terms.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Set and achieve individual sales goals while supporting the goals of the team.
- Negotiate details of contracts and payments, and prepare sales contracts and order forms.

## Education

Fundamentals Of Multimedia Design, Graphics, And Imaging - 2005(Great Plains Technology Center - Lawton, OK)Diploma in General - 2004(Lawton High School - Lawton, OK)ASCE in Community Service Events - (Nicky T's Collision Center)