JUNFENG ZHĀNG

Sales Assistant

✉ junfeng.zhang@email.com 📞 (123) 456-7890 📍 San Francisco, CA

in LinkedIn

WORK EXPERIENCE

Retail Associate

Goodwill

📅 2021 - current   📍 San Francisco, CA

- Greeted customers, located merchandise, and rang up purchases for 50+ customers daily
- Stocked, organized, and inventoried 1,000+ products and supplies
- Cleaned store by mopping, sweeping, and disinfecting shelves, floors, doors, and frequently touched items

Three Babes Bakeshop

Baking Assistant/Sales Staff

📅 2019 - 2021   📍 San Francisco, CA

- Performed daily baking tasks for 30+ bakery products
- Served ~100 customers per day and answered questions regarding menu items, payment, and bakery history
- Processed 150+ cash, credit, and check transactions daily

Groundskeeper I

University of Southern California

📅 2017 - 2019   📍 Los Angeles, CA

- Maintained 22 acres by pruning, weeding, mowing, and raking
- Prepared exterior spaces for winter by removing ice/snow
- Assisted with additional tasks, such as relocating offices, moving furniture, painting walls, and removing trash

PROJECTS

Business Senior Project

Corporate Social Responsibility Study

📅 2018 - 2019

- Researched sustainability, social responsibility, and ethical responsibility initiatives for major local corporations
- Reviewed academic studies showing that 88 percent of sustainable business practices result in better operational performance
- Concluded that stock price, employee attraction, and customer retention are positively correlated with sustainability initiatives

OBJECTIVE

Astute and motivated sales professional with 3 years of retail sales and customer service. Seeking a challenging entry-level sales representative position to assist customers with purchases and increase revenue for Envision Bay Consulting.

EDUCATION

Bachelor of Science
Business Administration

University of Southern California

📅 2015 - 2019

📍 Los Angeles, CA

SKILLS

- Customer Service
- Verbal Communication
- Active Listening
- Problem-solving
- Organization
- POS Systems
- Conflict Resolution