

SALES ADVISOR

Career Overview

Motivated customer service specialist with over 30 years of retail experience in a fast-paced, team-based environment.

Core Strengths

Creative problem solver MS Windows proficient Quick learner Trusted key holder Exceptional communication skills

Work Experience

01/2011 to Current

Sales Advisor Company Name i¼ City , State

- Prepare, present, and encourage sales of specific items: food- hot and cold; household items- air freshners, detergents, etc.; and appliances- coffee makers, soda machines, etc.
- Have successfully met and exceeded sales' goals.
- Have also 'Sold out' of featured products on occasion.
- Greeted customers entering the store to ascertain what each customer wanted or needed.
- Described product to customers and accurately explained details and care of merchandise.

01/2008 to 01/2009

Cardiac Care Assistant Company Name i¼ City , State

- Performed pacemaker tests over the phone.
- Handled over forty calls per day.
- Helped patient and/or assisting agent to relax so that test could be conducted properly.
- Patients' ages and circumstances varied.
- Responsible to give proper instructions so that resulting test was adequate for final review by a doctor.

01/2003 to 01/2005

Analyst Company Name i¼ City , State

- Instituted system to manage subscribers' accounts for receipt of eclectic journals.
- Did investigative work to locate publishers for delinquent shipments or missing issues.
- Researched subscribers' original orders to verify correct payment sent to and received by publisher.

Educational Background

1974

Bachelors Degree : Biology Dillard University i¼ City , State Biology

Personal Information

From 1986 to present I am engaged in a volunteer work that involves public contact, public speaking and extensive record keeping. I spend over 70 hours per month in this work, and interface with a variety of people from diverse backgrounds. Additional Information Additional Information:

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Skills

communication skills, Creative problem solver, publisher, MS Windows, Quick learner, sales, phone