

SALES ASSOCIATE

Highlights

Computer Proficiency Client Relations

Experience

Sales Associate

October 2014 to Current Company Name i¼ City , State Responsibilities Assist store management in merchandising the store in accordance with company directed standards. Supervise the sales staff to generate sales through effective sales techniques and approved customer service practices. Maintain current knowledge of the product and how to apply it while servicing the customer. Sell the Merchandise. Assist the Store Manager and Assistant Manager to ensure the store is school and inventory account ready. Supervise the staff in the absence of the Store Manager and Assistant Manager. Assist in the training of sales staff on company policies and procedures and in particular, selling techniques. Ensure staff is well versed in company directed customer service practices. Comply with all company directed policies and procedures as they relate to the store operations; receiving of merchandise, store opening and closing, cash register transactions, daily cash reconciliation and inventory control. Maintain security of the store and understand the operations of the store security system. Skills Used Participated in various incentive programs and contests designed to support achievement of production goals. Worked independently and as part of a team to achieve numerous objectives. Described use and operation of merchandise to customers. Received and processed cash and credit payments for in-store purchases. Opened and closed the store, including counting cash, opening and closing cash registers and creating staff assignments. Used POS systems to accurately take orders and receive payments.

Sales Associate

March 2014 to February 2015 Company Name i¼ City , State Responsibilities Assist store management in merchandising the store in accordance with company directed standards. Supervise the sales staff to generate sales through effective sales techniques and approved customer service practices. Maintain current knowledge of the product and how to apply it while servicing the customer. Sell the Merchandise. Assist the Store Manager and Assistant Manager to ensure the store is school and inventory account ready. Supervise the staff in the absence of the Store Manager and Assistant Manager. Assist in the training of sales staff on company policies and procedures and in particular, selling techniques. Ensure staff is well versed in company directed customer service practices. Comply with all company directed policies and procedures as they relate to the store operations; receiving of merchandise, store opening and closing, cash register transactions, daily cash reconciliation and inventory control. Maintain security of the store and understand the operations of the store security system. Skills Used Participated in various incentive programs and contests designed to support achievement of production goals. Worked independently and as part of a team to achieve numerous objectives. Described use and operation of merchandise to customers. Received and processed cash and credit payments for in-store purchases. Opened and closed the store, including counting cash, opening and closing cash registers and creating staff assignments. Used POS systems to accurately take orders and receive payments.

Team Member/Cashier

February 2013 to December 2013 Company Name i¼ City , State Responsibilities Participated in various incentive programs and contests designed to support achievement of production goals. Worked independently and as part of a team to achieve numerous objectives. Described use and operation of merchandise to customers. Received and processed cash and credit payments for in-store purchases. Opened and closed the store, including counting cash, opening and closing cash registers and creating staff assignments. Used POS systems to accurately take orders and receive payments Skills Used Assist store management in merchandising the store in accordance with company directed standards. Supervise the sales staff to generate sales through effective sales techniques and approved customer service practices. Maintain current knowledge of the product and how to apply it while servicing the customer. Sell the Merchandise. Assist the Store Manager and Assistant Manager to ensure the store is school and inventory account ready. Supervise the staff in the absence of the Store Manager and Assistant Manager. Assist in the training of sales staff on company policies and procedures and in particular, selling techniques. Ensure staff is well versed in company directed customer service practices. Comply with all company directed policies and procedures as they relate to the store operations; receiving of merchandise, store opening and closing, cash register transactions, daily cash reconciliation and inventory control. Maintain security of the store and understand the operations of the store security system.

Administrative Assistant/Receptionist

August 2011 to January 2013 Company Name i¼ City , State Responsibilities Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences. Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information. Designed electronic file systems and maintained electronic and paper files. Maintained the front desk and reception area in a neat and organized fashion. Received and screened a high volume of internal and external communications, including email and mail. Skills Used Mathematical aptitude Customer- and service-oriented MS Office proficient POS systems Exceptional customer service Cash handling accuracy Excel spreadsheets Excellent communication skills Understands grammar Flexible schedule

Education

BA : Communications , 2018 University Of Phoenix i¼ City , State , US BA in Communications - Marketing And Sales University Of Phoenix - Phoenix, AZ 2014 to 2018

Professional Affiliations

Team Member/Cashier

Presentations

team conferences

Skills

And Sales, Marketing, Sales, Cash, Customer Service, Point Of Sale, Pos, Pos Systems, Receptionist, Retail Sales, Cash Register, Closing, Credit, Effective Sales, Generate Sales, Incentive Programs, Inventory, Inventory Control, Merchandising, Of Sales, Operations, Payments, Reconciliation, Sales Staff, Sales Techniques, Sales Through, Security, Selling Techniques, The Sales, Training, Associate, Sales Associate, Administrative Assistant, Cash Handling, Excel, Excellent Communication Skills, File, File Systems, Front Desk, Greeting, Ms Office, Telephone, Cashier, Client Relations