

## SALES ASSOCIATE

### Professional Summary

I am a talented individual who will bring my sales talent, fashion sense, and passion for clothing to your company. I have a proven track record of success in sales. I am looking for a suitable position with a company that offers staff superb career opportunities, job enrichment and a supportive work environment.

### Core Qualifications

- Sales expertise
- Accurate money handling
- Team player mentality
- Reliable and dependable
- Goal-oriented
- Excellent communication skills
- Sales force training
- Persuasive communication expertise

### Experience

SALES ASSOCIATE 04/2015 to 05/2016

Company Name City, State

- Responsible for actively promoting and selling the company's products to a wide range of customers in a very competitive market place.
- Contacting potential customers that have shown an interest in the company's products and then selling to them.
- Actively seeking new accounts in a wide variety of locations.
- Updating of customer information in paper records and on computer databases.
- Handling the complete sales process.
- Researching new market and sales opportunities.
- Educating clients on the company's products and services.
- Converting prospects into active clients.
- Keeping in touch with customers via a range of mediums such as phone calls, letters, Email and SMS.
- Executing an organized, efficient and structured sales process making outbound sales calls.

Sale/Customer Service Representative 12/2012 to 05/2015

Company Name City, State

- Serviced existing accounts, obtained orders, and established new accounts by planning and organized daily work schedule to call on existing or potential sales outlets and other trade factors.
- Established or identified prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
- Received payment by cash, check, credit cards Issue receipts, refunds, credits, or change due to customers.
- Submitted orders by referring to price lists and product literature.
- Kept management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Monitored competition by gathering current marketplace information on pricing, new products.
- Recommend changes in products, service, and policy by evaluating results and competitive developments.
- Maximized sales opportunities through outstanding customer service.
- Established and maintain good customer relations, with both internal and external customers.
- Spent time in the field promoting demonstrating company products.

Sales Associate/ Customer Representative 10/2010 to 02/2011

Company Name City, State

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer.
- Maintain an awareness of all promotions and advertisements.
- Receive payment by cash, check, credit cards Issue receipts, refunds, credits, or change due to customers.

### Education

High School Diploma June 2009 Charles Churn Christian Academy

### Skills

advertisements, calculators, cash registers, competitive, credit, clients, customer relations, customer service, databases, Email, Issue receipts, letters, market, market and sales, pricing, Researching, selling, sales, scanners, SMS, structured, phone