

## SALES ASSOCIATE

### Summary

*Courteous and dependable sales associate, skilled at balancing customer needs and company demands. Effectively builds loyalty and long-term relationships with customers while achieving all individual sales goals. A*

### Highlights

- 65WPM
- 80-90% Accuracy
- 10 Key Calculator
- Smart Phone and Tablets
- Microsoft Windows 95/98/XP/Vista
- MAC
- Word, Excel, Publisher, Outlook, Internet Browsers (i.e., Internet Explorer, Fire-Fox, Google Chrome, etc.)
- Superior communication skills
- Dependability
- Staff training and development
- Superior organization skills
- Interpersonal abilities
- Initiative and problem-solver

### Experience

Company Name City , State Sales Associate 01/2015 to 10/2015

- Actively acknowledged, greeted and assisted customers in the store.
- Provided accurate product information.
- Maintained working knowledge of stores policies and procedures.
- Met and exceeded sales goals.
- Assisted supervisors to identify and resolve issues in the store.
- Trained new employees on company customer service policies and service level standards.

Company Name City , State Personal Health Care Assistant 03/2011 to 02/2015

- Daily job responsibility performed through out the work shift include Clean, sanitize, and organize.
- home to ensure a sterile and healthy environment for my client.
- Prepare meals, attend to errands, provide.
- transportation to and from health care provider.
- Provide assistance with day to day hygienic needs.

Company Name City , State Sales Associate/Key Cashier Lead 06/2010 to 01/2011

- Daily job responsibility performed through out the work shift include delegate daily duties for associates, opening and closing money tills, counting and resetting money podium, evaluating associates performance, auditing tills, ensuring associates completed daily work duties and tasks, delegating breaks.
- Check and ensure associates quality of work is satisfactory and correct. Assisting with replenishing, cleaning, organizing, the store to ensure a functional and efficient operation.
- Communicate with customers, associates, and other individuals to address questions or concerns.
- Perform basic office duties such as complete and file reports and other paper work, answer and direct telephones calls and relay messages.

Company Name City , State Explorer 06/2008 to 03/2011

- Answered telephones, directed calls and took messages.
- Compiled, copied, sorted, and filed records of office and other activities.
- Operated office machines, such as photocopier, scanners, fax, voice mail systems and personal computers.
- Computed, recorded, and proofread data and other information, such as records or reports.
- Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer.
- Opened, sorted and routed incoming mail, answered correspondence, and prepared outgoing mail.
- Reviewed files, records, and other documents to obtain information to respond to requests.

### Education

GED : General Education Studies 2011 Del Sol High School , City , State

General Education Studies

### Personal Information

AREAS OF STRENGTH: Customer service oriented and able to interface effectively with all levels of administration and staff. Able to organize/prioritize work and take on responsibilities with little supervision. Self-motivated and able to work independently.

### Skills

- Time management
- Leadership

- Mathematics
- Word processing