

SALES

Summary

To obtain a position where I can utilize my skills and work in an environment that will enhance my knowledge and career. A Great organization and communication skills that will aid in excellent customer service and satisfaction.

Highlights

- Bi-lingual
- Multi-line system expert
- Superior communication skills
- Data entry
- Claims expert
- Install coordinator
- Proficient in ordering materials
- Payroll
- Cheerful and energetic
- Effective team player
- Superior organization skills
- Dependable and reliable
- Goal oriented
- Self motivated

Experience

Sales 03/2016 to Current Company Name City , State

- Managing job after sale to completion of install
- Handling claims
- Invoices
- Ordering material
- Exchanges and returns
- Track down custom orders to make sure they arrive on time
- Up-selling customers on special materialsManaged wide variety of customer services and administrative tasks to resolve customer issues quickly and efficiently

Install Sales Coordinator 03/2014 to 03/2016 Company Name City , State

- Managing job after sale to completion of install
- Handling claims
- Invoices
- Installer payroll
- Ordering material
- Exchanges and returns
- Track down custom orders to make sure they arrive on time
- Up-selling customers on special materials
- Managed wide variety of customer services and administrative tasks to resolve customer issues quickly and efficiently

Keyholder/Sales Associate/Copy Center Supervisor 03/2008 to 12/2013 Company Name City , State

- Open/close the store in place of manager.
- Handle customer "issues" in a professional manner.
- Match customers with the absolute best solution to meet their needs.
- Complete customer orders in a timely manner.
- Manage & help all departments of the store reach an exceed sales budgets & goals.
- Train all new associates in correct policy and procedure.
- Prepare deposit for previous day of business.

Cashier/ Customer Services 01/2006 to 03/2014 Company Name City , State

- Responsibilities Customer service.
- Meet & exceed sales goals.
- Help customer find solutions for his/her business or home.
- Re-stock and clean front end at the end of shift.

Skills

- Bi-lingual
- Excellent communication skills
- Outstanding people skills
- Creative, insightful, innovative, assertive
- Leadership- result oriented and goals achiever
- Efficient under pressure
- Proficient phone skills

Education

Business, Freshman Truckee Meadows Community College City , State Business, Freshman

