

SALES ASSOCIATE

Summary

Reliable and punctual Sales Associate who possesses an excellent work ethic and more than fifteen years in retail. Areas of expertise include inventory, cash management, and exceptional customer service. Personable Customer Service Associate dedicated to providing the highest level of customer service. Outgoing, and efficient with the capacity to multi-task. High-achieving Sales Associate offering an extensive background in customer service, sales, client relations and merchandising. Self-directed and self-motivated team player who also works well independently.

Accomplishments

- Consistently exceeded daily sales targets with an average of \$1200 in sales each day.
- Routinely helped as many as 200 customers each day in a high-volume retail outlet.
- Received 5 "exceeds expectations" ratings on performance reviews.

Skills

Cash handling accuracy
Strong communication skills
Organized
Superb sales professional
Time management
Flexible schedule
Detail-oriented
Excellent multi-tasker

- Business Administration, Cash handling, Strong communication skills, customer satisfaction, customer service, Detail-oriented, direction, fashion, fast, leadership, listening, market, neat, Organizational, Psychology, purchasing, quality, retail, sales, phone, Time management

Experience

Sales Associate , 08/2018 to 03/2019

Company Name â€“ City , State

- Consulted with long-term, new and prospective customers to understand needs and propose ideal merchandise.
- Accurately prepared cash deposits up to \$6000 with zero discrepancies.
- Assisted in managing day-to-day business operations, including selling various retail products by explaining unique features and educating customers on proper application of products.

Warehouse Associate , 05/2018 to 07/2018

Company Name â€“ City , State

Duties included transferring packages and boxes to transport vehicles. Sort packages according to designated areas.

Cashier , 08/2017 to 05/2018

Company Name â€“ City , State

As a cashier my duties included assisting customers with final purchases and operate cash registers and credit/debit card transactions.

Cashier , 06/2017 to 11/2017

Company Name â€“ City , State

As a Cashier my duties included cash handling, credit/debit card payments, assist customers by providing information, ensure a clean and orderly checkout area.

Sales Associate , 07/2016 to 11/2016

Company Name â€“ City , State

- Answered customers' questions and addressed problems and complaints in person and via phone.
- Opened and closed the store, which included counting cash drawers and making bank deposits.
- Helped customers select products that best fit their personal needs.
- Educated customers on product and service offerings.
- Offered exceptional customer service to differentiate and promote the company brand.
- Kept the showroom clean and maintained neat, orderly product displays.
- Built customer confidence by actively listening to their concerns and giving appropriate feedback.
- Balanced the needs of multiple customers simultaneously in a fast-paced retail environment.
- Processed all sales transactions accurately and in a timely fashion.

Sales Associate , 02/2014 to 07/2016

Company Name â€“ City , State

- Processed all sales transactions accurately and in a timely fashion.
- Built and maintained effective relationships with peers and upper management.
- Held each team member accountable for achieving brand and performance goals.
- Offered direction and gave constructive feedback to motivate team members.
- Communicated store policy violations to the leadership team in a timely manner.
- Communicated information to customers about product quality, value and style.

Sales Associate , 10/2009 to 02/2014

Company Name â€“ City , State

- Kept current on market and product trends to effectively answer customer questions.
- Completed floor replenishment to guarantee size availability and promote customer satisfaction.
- Built customer confidence by actively listening to their concerns and giving appropriate feedback.
- Collaborated with customer service team members to give exceptional service throughout the entire shopping and purchasing experience.

- Offered exceptional customer service to differentiate and promote the company brand.
- Opened and closed the store, which included counting cash drawers and making bank deposits.
- Kept the showroom clean and maintained neat, orderly product displays.

Education and Training

Bachelor of Science : Community Health , 1982

Oregon State University - City , State

Coursework in Business and Management Coursework in Business, Communications and Organizational Psychology Continuing education in Business Administration and Hospitality

Skills

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