

SALES ASSOCIATE

Summary

Yoga Instructor who is highly energetic, outgoing and detail-oriented. Handles multiple responsibilities simultaneously while providing exceptional customer service. A Service-focused professional and friendly team player who quickly learns and masters new concepts and skills. A Extensive cash handling experience. A

Skills

Microsoft Word, Office, Excel, Power Point, and MindBody software *Excellent telephone Etiquette *Extremely organized with good time management skills *Works well under pressure.

Experience

01/2017 to Current

Sales Associate Company Name 1/4 City , State

- Greet customers at all points throughout the store.
- Maintain constant presence on sales floor to assist customers.
- Answer any questions about in store products and seasonal trends.
- Communicate current sales and deals in the store to maximize sales.
- Provide assistance and customer service in the fitting rooms.
- Replenish, fold, hang, and tidy garments throughout the day.
- Maintain in-stock and presentable condition assigned areas.
- Work with cash register and process transactions in a time efficient manner.
- Handle returns of merchandise.
- Unload delivery trucks and unpack merchandise Execute reductions, price changes and label merchandise with security tags.

08/2015 to 12/2016

Health Information Specialist Company Name 1/4 City , State

- Maintain patient medical records in accordance to NMHI, state and federal regulations.
- Organize files, collect data, and analyze the data for errors.
- Accurately enter information into various computer programs.
- Keep sensitive customer or company information confidential.
- Research unnamed/orphan papers to ensure proper patient identification and file in the proper patient medical record.
- Mail or fax requested information per HIPAA Guidelines to other facilities and keep log of these records being sent.
- Scan and file medical information daily into the EMR and review documents to eliminate duplicates.
- Verify and cross-reference information in all Health Information Management systems to ensure document accuracy.
- Provide attentiveness to the quality, timeliness, and accuracy of the EMR for patient care, legal, revenue, research, and regulatory needs.
- Communicate politely and professionally with other medical facilities, insurance companies, co-workers, management, physicians, patients, and others.

01/2012 to 04/2016

Yoga Instructor Company Name 1/4 City , State

- Plan yoga sequences and prepare class content and format appropriate for student level and style/type of yoga class.
- Provide a safe environment for students where they feel comfortable to move at their own level and pace throughout class.
- Observe students, guide them into the correct poses and correct them for necessary skill improvement.
- Offer modifications during classes to accommodate different levels of students.
- Promote balance of the body and mind through effective teaching and demonstrations.
- Maintain and clean yoga mats, blankets, and other props.
- Sub classes for teachers.
- Maintain positive relationships with members to encourage continued class attendance.
- Provide health & wellness information and address any concerns.
- Support the co-creation of a non-judgmental and fun environment to optimize learning.

03/2012 to 05/2013

Front Desk and Office Assistant Company Name 1/4 City , State

- Greet and check in students.
- Sign students up for classes and enter in students' information.
- Provide advice to customers regarding particular products or services.
- Advise customers on utilization and care of merchandise.
- Assist in display and promotion of merchandise Maintain sales records.
- Receive payments for classes and/or yoga merchandise through cash, cheque, and credit card.
- Maintain and manage the calendar.
- File liability waivers and maintain digital records.
- Collect, sort, distribute, or prepare mail and messages for the studio owner.
- Help to promote the studio in print and at onsite events.
- Perform duties such as cleaning the floors, mats, lobby, and office area.

Education and Training

July 2016

Bachelor of Arts : Psychology The University of New Mexico ĩ¼ City , State , United States GPA: 3.65 Recipient of the Presidential Scholarship

July 2015

Psychology VU Amsterdam ĩ¼ City , State , Netherlands GPA: 3.5

June 2014

UNIVERSITY OF CALIFORNIA SANTA ĩ¼ City , State GPA: 3.26 Participant in the National Student Exchange Program

Skills

Organize files, patient care, sales