

SALES REPRESENTATIVE

Summary

A customer service representative in the hospitality industry seeking employment with a well-established company to further build my experience in the hospitality industry, with the skills I've learnt as a medical assistant and also my prior experience in the service industry. My goal is to ensure positive and safe travels.

Highlights

- Cheerful and energetic
- Dependable and reliable
- Effective team player
- Active listening
- Flexible scheduling
- Verbal/written communication

Experience

06/2016 to Current

Sales Representative Company Name i¼ City , State Compiled reports, such as cash receipts, customer-bill charges, and sales for accounting and management purposes, or supervised clerical workers preparing reports.Â Dealt tactfully and effectively with difficult customers.Â Proven performer with demonstrated ability to gain account loyalty and win preferential treatment for products.Â Wrote proposals and assisted customers in developing an appropriate marketing campaign or program based on individual goals.Â Researched previous customer advertising to determine viable customers to meet sales quotas and identify potential customers for upcoming special advertising sections.Â Developed and managed promotional activities aimed at enhancing product awareness.Â Generated new accounts and built annual revenues.Â Ensured that distribution, merchandising, and price-point objectives were achieved.

02/2016 to Current

Bar tender Company Name i¼ City , State

- Analyzed customer requirements for future products.
- Dealt tactfully and effectively with difficult customers.
- Communicated with customers daily.
- Communicated information clearly and accurately.
- Committed to the assistance and support of others while maintaining a cheerful and helpful attitude.
- Successfully assisted customers in merchandise selection.
- Trained in and maintained excellent interpersonal and communication skills that complement proven creative problem solving capabilities.
- Trained both new and existing personnel in company customer service protocol.
- Developed credibility and confidence with customers.
- Analyzed problems and anticipated customers' needs.

04/2014 to 02/2016

Server/bar tender Company Name i¼ City , State

- Analyzed customer requirements for future products.
- Greeted customers, answered inquiries, provided information, resolved problems, and handled various administrative activities.
- Directed administrative operations for the hectic reception area.
- Displayed professionalism and product knowledge, which contributed to an increase in inquiry-to-order capture rate.
- Interacted with customers extensively to maintain customer satisfaction.
- Originated customized order intake process to meet customers' specific ordering needs, improving delivery performance and optimizing customer satisfaction.
- Analyzed customer requirements for future products.
- Communicated with customers daily.
- Communicated information clearly and accurately.
- Committed to the assistance and support of others while maintaining a cheerful and helpful attitude.
- Successfully assisted customers in merchandise selection.
- Trained both new and existing personnel in company customer service protocol.
- Analyzed problems and anticipated customers' needs.

06/2013 to 01/2014

Crew member Company Name i¼ City , State Dealt tactfully and effectively with difficult customers. Communicated with customers daily. Communicated information clearly and accurately. Committed to the assistance and support of others while maintaining a cheerful and helpful attitude. Assessed client needs and recommended appropriate products or modifications. Complete knowledge of federal credit card regulations. Successfully assisted customers in merchandise selection. Successfully pacified hostile or antagonistic callers and negotiated a mutually agreeable solution by patiently providing alternatives to reconcile the customer's needs with the company's objectives. Provided superior customer service and work quality while demonstrating attention to detail, flexibility and innovation in resolving problems. Possess effective communications skills, and work well with others at all levels.Â Offered management position, but had to resign due to school scheduling.

10/2012 to 03/2013

Care giver Company Name i¼ City , State Provided clinical care encompassing both acute and chronic medical conditions and injuries, admissions, discharge summaries, and managing the hypertension clinic. Performed histories and physical examinations. Assessed and managed common patient illnesses. Performed tests and treatments on both pediatric and adult patients including suturing, splinting and gynecological examinations. Discussed cases with physician and other health professionals to prepare comprehensive patient care plan. Providing home care and also running errands. List your most significant achievements. Include accomplishments and skills that directly support your career summary including keywords. Select Sample Phrases for recommendations. Select Expert Advice for best practices

Education

2011

High School Diploma East Gaston High i¼ City , State , USA

2012

Medical Assistant King's College i¼ City , State , USA Completed an accelerated degree program with King's College as a medical assistant taking a year. Maintaining to keep me on the dean's list each semester by completing many courses including Microsoft Word and professionalism courses.

Skills

Work well as a team member or independently. Performed sales, marketing, and market trends research, identified and tested markets, set-up prospect database, developed marketing campaign, and handled follow-up. Rapidly mastered new product data. Performed outstanding customer relationship management, ensuring educated clients, customized products and services and creative, turnkey solutions. Mediation and problem solving skills. Issued return authorizations and processed credits and rebills to resolve shipping discrepancies and invoicing errors. Conducted personalized tours for new employees as part of the orientation program. Promptly answered telephone calls to reflect professional corporate image. Verified quote system data with customer orders to ensure accurate processing. Researched and created vendor records to insure compliance. Developed a thorough understanding of operating cash registers, automatic ticket issue machines, and other computerized equipment within the store. Provided a high level of customer service and client relations based on outstanding communication and interpersonal skills.Â Â