



# HARPER LEWIS

## Bookstore Retail Representative

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### PROFESSIONAL SUMMARY

Proactive Bookstore Retail Representative with 5 years of experience enhancing customer experiences through personalized service and expert product knowledge. Skilled in inventory management and fostering a love for reading among diverse clientele. Eager to contribute to a dynamic team and support the store's mission of promoting literature and community engagement.

### WORK EXPERIENCE

#### Bookstore Retail Representative

Blue Sky Innovations

📅 Feb / 2022 - Ongoing

📍 Chicago, IL

1. Assisted customers in selecting books tailored to their interests and preferences.
2. Managed inventory, ensuring accurate stock levels and product availability.
3. Facilitated returns and exchanges, providing efficient customer service.
4. Collaborated with team members to maintain an inviting store atmosphere.
5. Engaged in merchandising efforts to highlight new releases and promotions.
6. Utilized sales data to recommend popular titles and increase sales.
7. Provided feedback to management on customer trends and preferences.

#### Bookstore Sales Associate

Lakeside Apparel Co

📅 Feb / 2020 - Feb / 2022

📍 Chicago, IL

1. Operated cash registers, processed transactions accurately, and maintained financial records.
2. Assisted in stocking shelves and organizing inventory for optimal customer experience.
3. Provided exceptional service during peak hours, ensuring customer satisfaction.
4. Maintained cleanliness and organization of the store to enhance shopping experience.

### EDUCATION

#### Bachelor of Arts in English Literature

University of Randomville

📅 Feb / 2018 - Feb / 2020

📍 Toronto, ON

Studied various genres of literature, enhancing knowledge of books and authors.

### SKILLS

Customer Relationship Management



Stock Replenishment



Promotional Strategies



Visual Merchandising



Sales Reporting



### INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

### STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

### LANGUAGES



English



Italian



Russian

### ACHIEVEMENTS

🌟 Increased customer satisfaction ratings by 20% through personalized service.

🌟 Achieved top sales associate status for three consecutive quarters.