

## Objective

Pursuing a challenging position to support an organization by providing an array of services acquired over 10 years of professional hands-on experience, ultimately allowing for career growth.

## Skills

Type 50 WPM, Customer Service, Microsoft Office.

## Work Experience

### Clinique Beauty Advisor

**ABC Corporation** - 2009 – 2020

- Converted overall departmental visions into action translating the target purpose into actual outcome; prioritizing provided services to best benefit sales volume more importantly customer expectations.
- Controlled various risks to eliminate error and identify best method/process approach in problem resolution.
- Able to prioritize on a high level ensuring all task are handled appropriately.
- Provided ultimate customer care benefiting overall customer expectations.
- Able to work well with persons of vast cultures and other social differences.
- Managed accounts, controlled sensitive information, and responsible for the correct dissemination thereof.
- Ambassador of provided a higher standard of service increasing the total customer experience.

### Clinique Beauty Advisor

**Delta Corporation** - 2009 – 2014

- Greet customers and determine customer needs and preferences, demonstrate merchandise, recommend products to fit customer desires.
- Accept and process payment transactions.
- Met and exceeded sales goals given from the company.
- Built a client base and maintained relationships with clients.
- Evaluated clients skincare and makeup needs, suggested and demonstrated the appropriate products.
- Used appropriate techniques to open, suggest, and close sales.
- Application and sales of Clinique products.

## Education

Diploma In General Studies