# **OLIVIA SMITH**

## **Computer Sales Associate**

www.qwikresume.com



#### **PROFESSIONAL SUMMARY**

Dynamic Computer Sales Associate with over a decade of extensive experience in driving sales and enhancing customer satisfaction in the retail technology sector. Proven expertise in identifying customer needs and delivering tailored solutions that maximize sales opportunities. Committed to fostering long-term client relationships while adapting to the fast-evolving technology landscape.

#### **WORK EXPERIENCE**

### Computer Sales Associate I

Seaside Innovations

🛗 Jan / 2018-Ongoing

📮 Santa Monica, CA

- 1. Guiding customers in selecting technology products that best meet their needs, enhancing overall shopping experience.
- 2. Building rapport with clients to foster loyalty and repeat business, while maintaining a high level of professionalism.
- 3. Overseeing a team of technicians to ensure timely repairs of customer devices, aligning with sales goals.
- 4. Performing diagnostics and troubleshooting on personal computers and peripherals, providing effective solutions.
- 5. Maintaining a clean and organized sales floor to optimize product visibility and customer engagement.
- 6. Coordinating with vendors to ensure timely restocking of merchandise, enhancing product availability.
- 7. Utilizing POS systems to manage transactions efficiently, ensuring accurate sales reporting.

#### Sales Representative

🗎 Jan / 2015-Jan / 2018

**Cactus Creek Solutions** 

Phoenix, AZ

- 1. Engaged with customers through inbound and outbound calls to provide personalized sales support.
- 2. Quickly assessed customer needs to ensure accurate routing and assistance, improving service efficiency.
- 3. Developed a robust sales pipeline by nurturing leads from initial contact to successful transaction.
- 4. Collaborated with cross-functional teams to align customer requirements with technical solutions.
- 5. Facilitated smooth transitions of qualified leads to sales representatives, enhancing overall sales productivity.

#### **EDUCATION**

## Bachelor of Science in Business Administration

🛗 Jan / 2012-Jan / 2015

State University

Phoenix, AZ

Focused on marketing and sales strategies applicable to the technology retail sector.

## **SKILLS**

Windows Operating System Microsoft Word Microsoft PowerPoint

Customer Relationship Management

## **ACHIEVEMENTS**

1 Increased sales revenue by 20% within one year by implementing targeted marketing strategies.

Achieved top sales associate status for three consecutive quarters through exceptional customer service and product knowledge.