

Jewelry Associate

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

To obtain a full-time position at a successful company where qualifications and education can be utilized.

Skills

Customer Service, Receptionist.

Work Experience

Jewelry Associate

ABC Corporation - February 2010 - March 2011

- Cleaned and polished metal items and jewelry pieces, using jewelers tools, polishing wheels, and chemical baths.
- Provided customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Examined merchandise to ensure that it is correctly priced and displayed and that it functions as advertised.
- Greeted customers and ascertain what each customer wants or needs.
- Described merchandise and explain use, operation, and care of merchandise to customers.
- Recommended, selected, and helped locate or obtain merchandise based on customer needs and desires.
- Computed sales prices, total purchases and receive and process cash or credit payment.

Jewelry Associate

Delta Corporation - 2008 - 2010

- Remarkable customer service Promptly answer customer calls Ensure that all displays are secured properly Ensure that merchandise is properly labeled .
- Assisted in designing jewelry displays for the holidays and pierced ears Cashiered on front line and assisted customers in making merchandise orders .
- Cashier Clean Stock/re-stock Merchandise items Greet costumers Skills Used Communication skills.
- Ensure all valuables were locked in case at all times Ensure every customer was assisted in a positive and professional manner Kept work area clean .
- Perform customer service in promoting and comparing sales prices for jewelry.
- Promoting savings and rewards the store provides.
- Organize, arrange, and categorize womens apparel while guiding customers needs.

Education

Associates in Health science - (Paris Junior College)