



# JACKSON TURNER

## Jewelry Associate/Representative

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

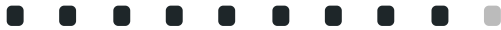
Microsoft Office



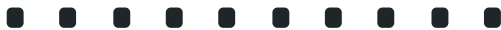
Data Entry



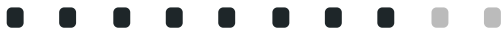
Customer Service



Sales Techniques



Product Knowledge



### 🎯 INTERESTS

★ Theatre

✈ Travel

🎮 Reading Fiction

🦋 Wildlife Conservation

### 👊 STRENGTHS

✓ Accountability

✓ Integrity

⚙ Positivity

🛡 Resilience

### 🗣 LANGUAGES



English



Russian



German

### 🏆 ACHIEVEMENTS

🌟 Increased sales by 20% through effective product recommendations and upselling techniques.

🌟 Successfully managed inventory, reducing shrinkage by 15% over one year.

### 👤 PROFESSIONAL SUMMARY

Enthusiastic and well-organized with solid background in customer service, data entry, schedule management and documentation skills.

### 💻 WORK EXPERIENCE

#### Jewelry Associate/Representative

📅 May / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Monitored cash drawers in multiple checkout stations to ensure adequate cash supply.
2. Directed calls to appropriate individuals and departments.
3. Investigated and resolved customer inquiries and complaints in a timely and empathetic manner.
4. Conducted regular market research to identify trends, leading to a 15% increase in seasonal sales.
5. Developed and implemented a customer loyalty program, resulting in a 30% increase in repeat customers.
6. Collaborated with marketing to create promotional materials, boosting foot traffic by 40% during events.
7. Provided expert knowledge on gemstones and metals, enhancing customer trust and increasing average transaction value.

#### Jewelry Associate

📅 May / 2018-May / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Answer telephones and give information to callers, take messages, or transfer to calls to appropriate individuals.
2. Create, maintain, and enter information into databases.
3. Maintain scheduling and event calendars.
4. Provide services to customers, such as order placement or account information.
5. Order and dispense supplies.
6. Inventory stock and requisition new stock.
7. Achieved a 20% increase in sales through personalized customer service and product recommendations.
8. Managed inventory for over 500 jewelry items, ensuring optimal stock levels and reducing shrinkage by 15%.

### 🎓 EDUCATION

#### Associate of Arts in Business Administration

📅 May / 2015-May / 2018

State Community College

📍 Denver, CO

Focused on principles of business management and customer relations.