

Robert Smith

Retail Sales/Manager

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Photography, Drawing,
Graphic Design, Adobe
Programs.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

PERSONAL STATEMENT

Extensive experience in Human Resources in the healthcare industry. Demonstrated ability to provide exceptional support and service for a broad-range of staff and clients, and ability to consistently establish and maintain a high degree of professional trust with coworkers and customers. Excellent oral, written and interpersonal communication skills.

WORK EXPERIENCE

Retail Sales/Manager

ABC Corporation - March 2011 - December 2011

Responsibilities:

- 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 obtained merchandise based on customer needs and desires.
- Computed sales prices, total purchases and receive and process cash or credit payment.
- Answered questions regarding the store and its merchandise.
- Prepared sales slips or sales contracts.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

Retail Sales

Delta Corporation - 2008 - 2011

Responsibilities:

- Assist customer with purchase, stocked store, priced clothing and other products, organized stock on shelves, and other duties as assigned.
- Helping customers with finding the unique gift they were looking for Skills Used customer service, lifting, stocking shelves, answering phones.
- Stock the shop, serve customers, collect accurate payment from customers, clean the shop (sweep, mop, wash windows, ect.), show as much hospitality .
- Clean store, pitch sales, clean dressing room, fold clothes, up sale, hang up clothes, sort clothes, dress maniacans, answering phones .
- Skills Used Retail skills, customer service skills, some computer skills.
- PHOTOGRAPHY HIGHLIGHTS.
- Retail Management Advanced Auto Parts, February 2004 November 2009.

Education

High School Diploma - (Park Ridge High School - Huntington Park, CA)