Robert Smith

Retail Sales Assistant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

An energetic and reliable Office Manager. Expert in the comprehensive management of small to large scale office operations. Skilled at working with a diverse group of people. Strong organization, communication, and relationship-building skills. Eager to bring professional skills to a solid company in need of top-level support.

WORK EXPERIENCE

Retail Sales Assistant

ABC Corporation - January 2011 – February 2011

Responsibilities:

- Covered employee vacations at Letterman Digital Arts Center and Skywalker Ranch Stores.
- Opened/closed fitness center for company employees.
- Restocked locker rooms with towels.
- Tidied up gym equipment.
- Answered questions about Fitness Center/Workout Classes.
- Addressed voicemails and emails directed to the General Store office.
- Stocked products within the stores.

Retail Sales Assistant

Delta Corporation - 2008 – 2011

Responsibilities:

- Retail Sales Consultant, Customer Service.
- Responsible for Cash, preparing, and keeping workplace supervised and organized.
- Set up Hotel tours for quest and explain to them the different game activities and events in the hotel to expand their excitement.
- Room Service Service hotel rooms and met the guests needs.
- Stock and maintained linen and supply closet.
- Processed and finalized all sales within the department.
- Supported sales staff in customer relations and responding to customer questions about the merchandise.

Education

Communications / Multimedia - September 2014(College of Marin - Kentfield, CA)

SKILLS

Executive Support, Project Management, Client Services, Maximizing SOP's, Office Administrative Support, Microsoft Suite, IOS, Gmail, Google Docs, Google Calendar.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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