

# Robert Smith

## Retail Salesperson Associate

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### SUMMARY

Over 8 years of customer service and looking forward to learning and growing in a new and rewarding career. Held the position of a Family Readiness Group Leader and as the Treasurer as well. I handled money that was raised by a variety of fundraisers and had to manage how we would spend it on the many activities we would hold for the Army Soldiers and their families.

### SKILLS

Sales, Closing , Word, Excel, Power point, Database, Outlook.

### WORK EXPERIENCE

#### Retail Salesperson Associate

ABC Corporation - 2008 - 2010

- Greeted customers and ascertain what each customer wants or needs.
- Opened and closed cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Computed sales prices, total purchases and receive and process cash or credit payment.
- Answered questions regarding the store and its merchandise.
- Helped customers try on or fit merchandise.
- Ticketed, arranged and displayed merchandise to promote sales.
- Inventory stock and requisition new stock.

#### Retail Salesperson

ABC Corporation - 2003 - 2008

- Greet customer and find out what each customer wants or needs.
- Prepare merchandise for purchase.
- Inventory stock.
- Ticket, arrange, and display merchandise to promote sales.
- Bag or package purchases, and wrap gifts.
- Help customers try on and fit merchandise.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

### EDUCATION

- 2006(Simon Gratz High School - Philadelphia, PA)