Financial Sales Advisor

ROBERT SMITH

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Objective

Hard-working, multi-tasking Executive Assistant with outstanding telephone, scheduling and documentation skills.

Skills

Final Cut Pro, Final Cut Pro, Avid, Avid, Microsoft Office, Microsoft Office.

Work Experience

Financial Sales Advisor

ABC Corporation - November 2015 – February 2016

- Greeted customers entering the store to ascertain what each customer wanted or needed.
- Described memberships to customers and accurately explained details and care of the types of memberships.
- Wrote, negotiated and finalized sales contracts.
- Responded to all customer inquiries thoroughly and professionally.
- Greeted customers in a timely fashion, while quickly determining their needs.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Completed all cleaning, stocking and organizing tasks in assigned sales area.

Sales Advisor

ABC Corporation - 2010 – 2015

- Advised customers by providing information on products.
- Helped customer make selections by building customer confidence, and by offering suggestions and opinions.
- Documented sales by creating or updating customer profile records.
- Processed payments by totaling purchases, processing checks, cash, and credit cards.
- Kept clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
- Logged in new merchandise, maintained stockroom and replenished floor merchandise.
- Key Accomplishments Improved production of process boxed garments..

Education

High School Diploma - (Ekklesia Christian Academy - Kendall, FL)

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