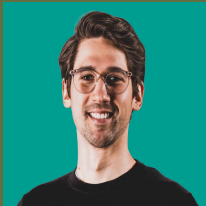


ETHAN MARTINEZ

Sales Assistant

support@qwikresume.com (123) 456 7899 Los Angeles
www.qwikresume.com



PROFESSIONAL SUMMARY

Motivated Sales Assistant with 2 years of experience in delivering exceptional customer service and boosting sales performance. Proficient in efficiently managing customer inquiries and fostering a positive shopping atmosphere. Eager to leverage strong interpersonal skills and sales strategies to enhance customer satisfaction and contribute to team success.

WORK EXPERIENCE

Sales Assistant Apr / 2024-Ongoing
WidgetWorks Inc. Denver, CO

- Achieved 100% accuracy in processing customer transactions and inquiries.
- Supported 600+ customers and collaborated with 7 sales managers to enhance service delivery.
- Facilitated communication between departments to manage inventory for \$10 million in monthly sales.
- Streamlined logistics management to fulfill customer needs and analyzed inventory reports for optimization.
- Improved payment collections by 20% through proactive communication with customers regarding expired accounts.
- Maintained accurate records of customer interactions to enhance satisfaction and streamline operations.
- Collaborated with team members to educate customers on products and promotions, driving sales growth.

National Accounts Sales Assistant Apr / 2023-Apr / 2024
Cactus Creek Solutions Phoenix, AZ

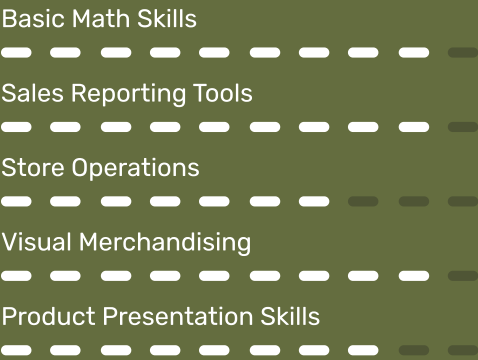
- Served as a Sales Assistant for two of the nation's largest retailers, focusing on consumable products.
- Managed daily and monthly reporting for corporate headquarters, ensuring data accuracy.
- Coordinated communication between 34 branches, handling inquiries for over 5,000 locations.
- Utilized the AS400 system to prepare and monitor various sales reports for national accounts.
- Evaluated customer feedback to enhance service quality and meet expectations.

EDUCATION

Associate of Arts in Business Administration Apr / 2022 - Apr / 2023
City College Chicago, IL

Focused on foundational business principles, customer service strategies, and sales techniques.

SKILLS



INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Increased customer satisfaction scores by 15% through attentive service and follow-ups.
- Trained 5 new sales associates on customer service best practices and sales techniques.