

Robert Smith

Store Sales Associate II

PERSONAL STATEMENT

Store Sales Associate experience in customer service, 3 years dealing with cashier experience and processing: money, checks, and billing, via face to face or by telecommunication. Completed courses towards medical assistants and medical billing and coding.

WORK EXPERIENCE

Store Sales Associate II

ABC Corporation - March 2015 - October 2015

Responsibilities:

- Greeted customers and ascertain what each customer wants or needs.
- Recommended, selected, and helped locate or obtain merchandise based on customer needs and desires.
- Described merchandise and explain use, operation, and care of merchandise to customers.
- Watched for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Computed sales prices, total purchases, and receive and process cash or credit payment.
- Opened and closed cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

Store Sales Associate

Delta Corporation - 2010 - 2015

Responsibilities:

- Cashier, stock, run back, display of clothes, shipment, cleaning, count down draws, open & closing of the store, change over, sensory clothes.
- Being able to put clothes together and sell them.
- Displayed appropriate customer service skills to ensure an excellent customer experience.
- Stocked inventory to ensure customers were able to find items that they were seeking.
- Completed and documented data entry via the POS system ensuring all sales were accounted for.
- Customer Service built loyal clientele through friendly interactions by problem-solving and introducing them to different products in the store.
- Stocked inventory, moved boxes, operated computers, placed special orders, operated register, and handled cash exchange.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Medical Assisting,
Medical Billing,
Customer Service.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

n/a in medical assistants - 2013(Remington College-Mobile Campus - Mobile, AL)