



Chelsea Barreda

Sales Assistant

Profile

A proactive, customer-focused Sales Assistant with 9 years' experience in upscale fashion, hi-tech electronics and automotive parts. Currently completing a diploma in Sales and Marketing. Well-developed skills in forming trusting relationships with customers and presenting the most suitable product option earned me the Top Sales Assistant Award two years in a row. Able to work well both in teams and as an individual, with a proven record of contributing customer retention increasing recurring customer sales by 20% in the last quarter.

Employment History

Sales Assistant at 5th Avenue Clothing, Des Moines

March 2016 – Present

Handle 28 to 35 customer transactions on weekdays and over 40 transactions on weekend days

- Meet and greet customers upon entering the shop
- Operate the point of sale system and handle sales transactions
- Answer queries from customers
- Receive deliveries from suppliers
- Perform inventory checks and catalog new stock
- Replenish stock on displays
- Perform cleaning and housekeeping duties
- Clean and tidy up of aisles and display areas
- Ensure sure baskets are available for customers to us
- Help customers navigate the store

Sales Assistant at Up Tech Holdings, Raleigh

May 2014 – February 2016

Individual sales performance increased by 30% after implementing up-selling techniques to promote sales products and add-on tech accessories

- Assist customers in locating merchandise within the store
- Offer advice to customers regarding merchandise options as well as gift suggestions
- Answer questions concerning merchandise availability, special deals, product features
- Demonstrate the use of merchandise
- Arrange for special bulk orders and deliveries
- Process transactions at the till
- Replenish aisle stock and label merchandise
- Do inventory checks bi-monthly
- Clean and organize aisles and display areas

Sales Assistant at Dodo Automotive, Brooklyn

June 2010 – April 2014

Details

1515 Pacific Ave, Los Angeles, CA
90291, United States
example@email.com

Place of birth

San Antonio

Nationality

American

Driving license

Full

Links

[Instagram](#)

[Facebook](#)

[Linkedin](#)

Skills

PipeDrive

Research

Networking

Social Media Marketing

Cloud Collaboration Systems

CRM Platforms

Point of Sale Systems

Inventory Management

Languages

English

Hobbies

Hiking, Skiing, Running

Won top employee prize for two consecutive months, achieving 120% and 200% of monthly targets by up-selling maintenance and short term insurance plans

- Receive and complete phone orders for parts.
- Receive payments or request credit authorization.
- Prepare sales invoices and sales contracts
- Respond to customer complaints and update them about back-ordered parts.
- Mark parts in stockrooms according to inventory systems
- Pick up and deliver parts to customers within a 10-mile radius and organize courier service for clients further away
- Examine returned parts for defects and malfunctions
- Exchange defective parts or refund money where applicable

Education

Bachelor Degree in Sales and Marketing, University of Ohio, Springfield

February 2010 – February 2013

GPA: 3.8

Majors: Sales Management, Marketing Management

Minors: Communications, Accounting, Economics

Accolades: Deans Honors List

Courses

Principles of Customer Services, Retail Sales Institute

February 2018 – February 2019

ICM Certificate in Sales & Marketing, Udemy Online

October 2018 – December 2018