



CHELSEA BARREDA

Sales Assistant 📍 LOS ANGELES, CA 90291, UNITED STATES

○ 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

👤 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

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.

○ HOBBIES ○

Hiking, Skiing, Running

- 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

○ University of Ohio, Springfield

February 2010 – February 2013

Degree: Bachelor Degree in Sales and Marketing

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