

Chelsea Barreda



Sales Assistant

Address	1515 Pacific Ave, Los Angeles, CA 90291, United States	Email	example@email.com
Place of birth	San Antonio	Nationality	American
Driving license	Full	Links	Instagram , Facebook , LinkedIn

01 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.

02 EMPLOYMENT HISTORY

03/2016 – Present

Sales Assistant at 5th Avenue Clothing

Des Moines

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

05/2014 – 02/2016

Sales Assistant at Up Tech Holdings

Raleigh

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

06/2010 – 04/2014

Sales Assistant at Dodo Automotive

Brooklyn

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

03 EDUCATION

02/2010 – 02/2013

University of Ohio

Springfield

Bachelor Degree in Sales and Marketing

GPA: 3.8

Majors: Sales Management, Marketing Management

Minors: Communications, Accounting, Economics

Accolades: Deans Honors List

04 SKILLS

PipeDrive	● ● ● ● ●	Research	● ● ● ● ●
Networking	● ● ● ● ●	Social Media Marketing	● ● ● ● ●
Cloud Collaboration Systems	● ● ● ● ●	CRM Platforms	● ● ● ● ●
Point of Sale Systems	● ● ● ● ●	Inventory Management	● ● ● ● ●

05 LANGUAGES

English ● ● ● ● ●

06 COURSES

02/2018 – 02/2019

Principles of Customer Services at Retail Sales Institute

10/2018 – 12/2018

ICM Certificate in Sales & Marketing at Udemy Online

07 HOBBIES

Hiking, Skiing, Running