

CHELSEA BARREDA

Sales Assistant

INFO

ADDRESS

1515 Pacific Ave, Los Angeles,
CA 90291, United States

EMAIL

example@email.com

LINKS

[Instagram](#)

[Facebook](#)

[Linkedin](#)

SKILLS

PipeDrive

Research

Networking

Social Media Marketing

Cloud Collaboration Systems

CRM Platforms

Point of Sale Systems

Inventory Management

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, 5th Avenue Clothing

Des Moines

Mar 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, Up Tech Holdings

Raleigh

May 2014 - Feb 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

LANGUAGES

English

HOBBIES

Hiking, Skiing, Running

- 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, Dodo Automotive

Brooklyn

Jun 2010 – Apr 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.
- 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, Bachelor Degree in Sales and Marketing

Springfield

Feb 2010 – Feb 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

Feb 2018 – Feb 2019

ICM Certificate in Sales & Marketing, Udemy Online

Oct 2018 – Dec 2018