



# Chelsea Barreda

Sales Assistant

Los Angeles, United States example@email.com

## Details

1515 Pacific Ave

Los Angeles, CA 90291, United States

Date / 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

Mar 2016 – Present

Des Moines

### Sales Assistant at 5th Avenue Clothing

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

May 2014 – Feb 2016

Raleigh

### Sales Assistant at Up Tech Holdings

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

## Hobbies

Hiking, Skiing,  
Running

Jun 2010 – Apr 2014

Brooklyn

### Sales Assistant at Dodo Automotive

*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

Feb 2010 – Feb 2013

Springfield

### University of Ohio

Bachelor Degree in Sales and Marketing

GPA: 3.8

Majors: Sales Management, Marketing Management

Minors: Communications, Accounting, Economics

Accolades: Deans Honors List

## Courses

Feb 2018 – Feb 2019

### Principles of Customer Services at Retail Sales Institute

Oct 2018 – Dec 2018

### ICM Certificate in Sales & Marketing at Udeemy Online