

# 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	<a href="#">Instagram</a> , <a href="#">Facebook</a> , <a href="#">LinkedIn</a>

## 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

#### 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

#### 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

Jun 2010 – Apr 2014

BROOKLYN

## Sales Assistant

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

## Skills

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

## Languages

English ● ● ● ● ●

## Courses

Feb 2018 – Feb 2019

[RETAIL SALES INSTITUTE](#)

Principles of Customer Services

Oct 2018 – Dec 2018

[UDEMY ONLINE](#)

ICM Certificate in Sales & Marketing

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## **Hobbies**

Hiking, Skiing, Running