



# STACY MILLER

Retail Assistant  LOS ANGELES, CA 90291, UNITED STATES

## DETAILS

1515 Pacific Ave, Los Angeles, CA  
90291, United States  
[email@email.com](mailto:email@email.com)

PLACE OF BIRTH  
San Antonio

NATIONALITY  
American

DRIVING LICENSE  
Full

## LINKS

[Twitter](#)

[Facebook](#)

## SKILLS

Customer Service

Sales

Display Merchandising

Financial Administration

FreshSales

Zoho CRM

HubSpot

MSOffice

## HOBBIES

Gardening, Cooking, Hiking

## LANGUAGES

## PROFILE

*Customer focused Retail Assistant with eight years' experience in upmarket furniture sales environment at various high-end malls. Well spoken, assertive with strong product knowledge which helped to build a strong recurring customer pool. Often surpasses sales targets, with drive, ambition and determination.*

## EMPLOYMENT HISTORY

### Retail Assistant at Newark Dollar Store, Newark, NJ

December 2017 – January 2019

*Responsible for maintaining a \$1,000 cash bank with total sales reaching upwards of \$50,000.*

- Greet customers and find out what each customer wants or needs.
- Operate cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Maintain knowledge of current sale discounts and promotions,
- Enforce policies regarding payment and exchanges, and security protocols.
- Capture sales prices, total purchases and receive and process cash or credit payment.

### Retail Associate at Gardenia Outlet Mall, Philadelphia, PA

October 2016 – October 2017

*Increased monthly sales by 100%, after focusing persuasive efforts on promoting garden accessories and sundry products, to customers in the process of buying equipment and tools at the store.*

- Provide excellent customer service with purchases, carrying plants and equipment for them, and handling garden equipment rentals.
- Maintain store cleanliness and track inventory.
- Handle all financial transactions and maintain the cash drawer.
- Answer inbound phone calls and handle queries about gardening products, plants, seedlings and provide general advice regarding the usage of products.
- Create merchandise displays and place supplier signage throughout the store.

### Junior Store Assistant at Wall Inc Furniture Discount Store, Providence, RI

August 2012 – September 2016

*Exceeded sales targets on a monthly basis by 7%-10%.*

- Assist carpenter with sanding and polishing wood products.
- Take orders from customers and manage project timeline.
- Place display furniture in the store and rotate with new merchandise every week.
- Handle client queries and complaints.
- Label and price sale furniture in the store.

## EDUCATION

English

Spanish

○ Estuate Secondary School, Reston, VA

September 2011 – March 2019

Degree: High School Diploma

○ International Career Institute (ICI), Online

March 2019 – March 2019

Degree: Advanced Diploma in Retail Management

Curriculum Outline: Merchandising and Design, Consumer Trends, Products and Inventory, Branding, International Business, Planning

■ COURSES

○ Selling on Value, Not on Price Seminar, Cox School of Business, TX

April 2014

○ Certificate in Marketing and Sales, Iowa Community College, IA

March 2011

👤 INTERNSHIPS

○ Junior Retail Worker at Fresh Stop Farmer's Market

December 2010 – March 2012

*Handle on average a hundred customer transactions per weekend.*

- Operate the cash register.
- Assist in preparation of sandwiches, burgers, hotdogs from the deli
- Mopping and sweeping away spillages.
- Present specials of the day.
- Arrange for fresh food deliveries to customers within a 2-mile radius.
- Do end of day cash ups.
- Print discount and specials pamphlets weekly.
- Replenish fruit and vegetable stock.