

# Stacy Miller



## Retail Assistant

<b>Address</b>	1515 Pacific Ave, Los Angeles, CA 90291, United States	<b>Email</b>	email@email.com
<b>Place of birth</b>	San Antonio	<b>Nationality</b>	American
<b>Driving license</b>	Full	<b>Links</b>	<a href="#">Twitter</a> , <a href="#">Facebook</a>

## 01 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.*

## 02 EMPLOYMENT HISTORY

---

12/2017 – 01/2019

### Retail Assistant at Newark Dollar Store

Newark, NJ

*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.

10/2016 – 10/2017

### Retail Associate at Gardenia Outlet Mall

Philadelphia, PA

*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.

08/2012 – 09/2016

### Junior Store Assistant at Wall Inc Furniture Discount Store

Providence, RI

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.

## 03 EDUCATION

---

09/2011 – 03/2019

### Estuate Secondary School

Reston, VA

High School Diploma

03/2019 – 03/2019

### International Career Institute (ICI)

Online

Advanced Diploma in Retail Management

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

## 04 SKILLS

---

Customer Service	● ● ● ● ●	Sales	● ● ● ● ●
Display Merchandising	● ● ● ● ●	Financial Administration	● ● ● ● ●
FreshSales	● ● ● ● ●	Zoho CRM	● ● ● ● ●
HubSpot	● ● ● ● ●	MS Office	● ● ● ● ●

## 05 COURSES

---

04/2014

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

03/2011

**Certificate in Marketing and Sales at Iowa Community College, IA**

## 06 INTERNSHIPS

---

12/2010 – 03/2012

## Junior Retail Worker at Fresh Stop Farmer's Market

*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.

## 07 HOBBIES

Gardening, Cooking, Hiking

## 08 LANGUAGES

English



Spanish

