

# STACY MILLER

Retail Assistant

## INFO

### ADDRESS

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

### EMAIL

email@email.com

## LINKS

[Twitter](#)

[Facebook](#)

## SKILLS

Customer Service



Sales



Display Merchandising



Financial Administration



FreshSales



Zoho CRM



HubSpot



MS Office



## 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, Newark Dollar Store

Newark, NJ

Dec 2017 - Jan 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, Gardenia Outlet Mall

Philadelphia,  
PA

Oct 2016 - Oct 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.

## HOBBIES

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Gardening, Cooking, Hiking

## LANGUAGES

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English

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Spanish

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- 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, Wall Inc Furniture Discount Store** Providence, RI

Aug 2012 – Sep 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.

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## EDUCATION

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### **Estuate Secondary School, High School Diploma** Reston, VA

Sep 2011 – Mar 2019

### **International Career Institute (ICI), Advanced Diploma in Retail Management** Online

Mar 2019 – Mar 2019

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

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## COURSES

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

Apr 2014

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

Mar 2011

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## INTERNSHIPS

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## **Junior Retail Worker, Fresh Stop Farmer's Market**

Dec 2010 - Mar 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.