

STACY MILLER

Retail Assistant

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

email@email.com

Place of birth *San Antonio* Nationality *American*
Driving license *Full*

LINKS

[Twitter](#), [Facebook](#)

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.

EXPERIENCE

❖ **Retail Assistant, Newark Dollar Store** Dec 2017 – Jan 2019

Responsible for maintaining a \$1,000 cash bank with total sales reading upwards of \$50,000. Newark, NJ

- 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** 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. Philadelphia, PA

- 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, Wall Inc Furniture Discount Store** Aug 2012 – Sep 2016

Exceeded sales targets on a monthly basis by 7%-10%. Providence, RI

- 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

❖ **Estuate Secondary School** Sep 2011 – Mar 2019

High School Diploma Reston, VA

❖ **International Career Institute (ICI)** Mar 2019 – Mar 2019
Advanced Diploma in Retail Management Online

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

SKILLS

Customer Service	<i>Experienced</i>	Sales	<i>Experienced</i>
Display Merchandising	<i>Experienced</i>	Financial Administration	<i>Experienced</i>
FreshSales	<i>Experienced</i>	Zoho CRM	<i>Skillful</i>
HubSpot	<i>Skillful</i>	MS Office	<i>Skillful</i>

COURSES

❖ **Selling on Value, Not on Price Seminar** Apr 2014
Cox School of Business, TX

❖ **Certificate in Marketing and Sales** Mar 2011
Iowa Community College, IA

INTERNSHIPS

❖ **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.

HOBBIES

Gardening, Cooking, Hiking

LANGUAGES

English..... *Native speaker* Spanish

Highly proficient