

STACY MILLER

RETAIL ASSISTANT

INFO

ADDRESS

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

EMAIL

email@email.com

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

NATIONALITY

American

LINKS

[Twitter](#)

[Facebook](#)

SKILLS

Customer Service

● ● ● ● ○

Sales

● ● ● ● ○

Display Merchandising

● ● ● ● ○

Financial Administration

● ● ● ● ○

FreshSales

● ● ● ● ○

Zoho CRM

● ● ● ○ ○

HubSpot

● ● ● ○ ○

MS Office

● ● ● ○ ○

HOBBIES

Gardening, Cooking,
Hiking

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.
- 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.

LANGUAGES

English



Spanish



EDUCATION

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

COURSES

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

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.