



# Robert Smith

Junior Sales Assistant

## Profile

Customer-focused sales assistant with 4+ years of retail experience. Quick to gain detailed product knowledge and offer expert advice on the most appropriate products and services for customers' needs. Excellent record in sales. I am exploring the possibility of a position in the fashion retail sector where I can deliver outstanding service.

## Employment History

### Junior Sales Assistant at ABC Fashion, Newlands

February 2021 — February 2021

Responsible for maintaining sales floor and processing payments at high footfall fashion retail outlet that achieved \$1m+ in annual sales.

- Managed opening and closing procedures, POS systems, stock control, and visual merchandising, contributing to award for the best-merchandised store in the Manhattan region.
- Exceeded sales targets by 10+% regularly by being attentive to customer service and product recommendations.
- Manage trade shows and showrooms, as well as staff helping out at these.

### Junior Sales Assistant at AG Footwear, Cape Coral

February 2021 — February 2021

Main responsibility is to open new accounts and assist assigned customers in understanding products and marketing campaigns directed at them for a large fashion outlet store.

- To get pre-order and reorders in the system and pushing the customers to pre-/re-order via our online site.
- To actively generate reorder, both for the assigned customers with follow-up calls, emails, and invitations to launches.
- Responsible for on-floor customer segmentation surveys and their classification annually

## Education

### Certified Professional Sales Person (CPSP), National Association of Sales Professionals (NASP), Online

February 2021 — February 2021

### Certified Inside Sales Professional (CISP), American Association of Sales Professionals, Online

January 2020 — December 2020

## Accomplishments

- Researched and resolved account information issues to improve customer satisfaction and client retention by approximately 30%.

## Details

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442  
[email@email.com](mailto:email@email.com)

Place of birth  
San Antonio

Driving license  
Full

## Links

[Resume.io](#)  
[Resume Viking](#)

## Skills

Microsoft Excel

Ability to Work in a Team

Communication Skills

Computer Skills

Customer Service

## Hobbies

Art, Violin, Netball

## Languages

Dutch

German

English

French

- Verified and processed new client application information resulting in approximately 13 plus new accounts monthly.
- Accurately allocated 10 - 15 daily sales valued over \$5,000.
- Implemented and managed quarterly account payments for top clients.
- Managed training of assistants to increase productivity by 20%.