

ROBERT SMITH

Junior Sales Assistant

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

3868683442

email@email.com

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

LINKS

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

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, ABC Fashion** Feb 2021 — Feb 2021
Newlands

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, AG Footwear** Feb 2021 — Feb 2021
Cape Coral

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

❖ **National Association of Sales Professionals (NASP)** Feb 2021 — Feb 2021
Certified Professional Sales Person (CPSP) Online

❖ **American Association of Sales Professionals** Jan 2020 — Dec 2020
Certified Inside Sales Professional (CISP) Online

SKILLS

Microsoft Excel *Expert* Computer Skills *Expert*
Ability to Work in a Team *Expert* Customer Service *Expert*

HOBBIES

Art, Violin, Netball

LANGUAGES

Dutch	<i>Native speaker</i>	English	<i>Native speaker</i>
German	<i>Highly proficient</i>	French	<i>Native speaker</i>

ACCOMPLISHMENTS

❖

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