

Robert Smith



Junior Sales Assistant

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Place of birth San Antonio

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

01 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.

02 EMPLOYMENT HISTORY

02/2021 — 02/2021

Junior Sales Assistant at ABC Fashion

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.

02/2021 — 02/2021

Junior Sales Assistant at AG Footwear

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

03 EDUCATION

Feb 2021 — Feb 2021

National Association of Sales Professionals (NASP)

Online

Certified Professional Sales Person (CPSP)

Jan 2020 — Dec 2020

American Association of Sales Professionals

Online

Certified Inside Sales Professional (CISP)

04 SKILLS

Microsoft Excel



Computer Skills



Ability to Work in a Team



Customer Service



Communication Skills



05 HOBBIES

Art, Violin, Netball

06 LANGUAGES

Dutch



English



German



French



07 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%.