



Robert Smith

Junior Sales Assistant

ADDRESS 1515 Pacific Ave
Los Angeles, CA 90291
United States

EMAIL email@email.com

DRIVING LICENSE Full

PHONE 3868683442

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

Feb 2021 — Feb 2021

Newlands

Junior Sales Assistant at ABC Fashion

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.

Feb 2021 — Feb 2021

Cape Coral

Junior Sales Assistant at AG Footwear

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

Online

National Association of Sales Professionals (NASP)

Certified Professional Sales Person (CPSP)

Jan 2020 — Dec 2020

Online

American Association of Sales Professionals

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%.