

Robert Smith

Junior Sales Assistant



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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

Feb 2021 – Feb 2021

[NEWLANDS](#)

Junior Sales Assistant

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

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

Education

Feb 2021 – Feb 2021

[ONLINE](#)

National Association of Sales Professionals (NASP)

Certified Professional Sales Person (CPSP)

American Association of Sales Professionals

Certified Inside Sales Professional (CISP)

Skills

Microsoft Excel	● ● ● ● ●	Computer Skills	● ● ● ● ●
Ability to Work in a Team	● ● ● ● ●	Customer Service	● ● ● ● ●
Communication Skills	● ● ● ● ●		

Hobbies

Art, Violin, Netball

Languages

Dutch	● ● ● ● ●	English	● ● ● ● ●
German	● ● ● ● ●	French	● ● ● ● ●

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%.