

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
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LINKS	Resume.io , Resume Viking
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PROFILE	<i>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.</i>
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EMPLOYMENT HISTORY

Feb 2021 — Feb 2021	Junior Sales Assistant, ABC Fashion	Newlands
	<i>Responsible for maintaining sales floor and processing payments at high footfall fashion retail outlet that achieved \$1m+ in annual sales.</i>	
	<ul style="list-style-type: none">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	Junior Sales Assistant, AG Footwear	Cape Coral
	<i>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.</i>	
	<ul style="list-style-type: none">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	Certified Professional Sales Person (CPSP), National Association of Sales Professionals (NASP)	Online
Jan 2020 — Dec 2020	Certified Inside Sales Professional (CISP), American Association of Sales Professionals	Online

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

HOBBIES	Art, Violin, Netball
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LANGUAGES	Dutch	Native speaker	English	Native speaker
	German	Highly proficient	French	Native speaker

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%.

