

# ROBERT SMITH

JUNIOR SALES ASSISTANT

## DETAILS

### ADDRESS

1515 Pacific Ave  
Los Angeles, CA 90291  
United States

### PHONE

3868683442

### EMAIL

email@email.com

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

## LINKS

[Resume.io](#)

[Resume Viking](#)

## SKILLS

Microsoft Excel



Ability to Work in a Team



Communication Skills



Computer Skills



Customer Service



## HOBBIES

Art, Violin, Netball

## LANGUAGES

Dutch



German



English



French



## 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

Newlands

Feb 2021 — Feb 2021

*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

Cape Coral

Feb 2021 — Feb 2021

*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

### Certified Professional Sales Person (CPSP), National Association of Sales Professionals (NASP)

Online

Feb 2021 — Feb 2021

### Certified Inside Sales Professional (CISP), American Association of Sales Professionals

Online

Jan 2020 — Dec 2020

## 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%.