

# Sales Associate Resume Sample 1

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## **Christopher Bale**

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## **A. Summary**

With over 5 years of experience in the field of customer service and sales, proficient in managing, transferring, and displaying merchandise. Able to operate a cashier machine, dedicated to teamwork and collaborative activities. A team player, as well as an independent individual with demonstrated capacity to contribute to increasing customer satisfaction.

## **B. Working Experience**

### **June 2013 – Present – Riverside Shop, Austin, Texas**

#### **Responsibilities:**

- Greet, guide, and assist customers in finding the right product;
- Arrange merchandise according to each area of display;
- Replenish stocks when needed;
- Maintain work area clean at all times;

#### **Achievements:**

- Exceeded initial sales target by 40% in the first two months;
- Contributed to the success of a special edition item by exceeding target by 50%;
- Increase customer satisfaction by professionally managing their issues and complaints;

### **August 2010 – June 2013 – House Goods, Austin, Texas**

#### **Responsibilities:**

- Assisted with unloading trucks and special delivery vans;
- Transported and labeled all products according to supervisor's guidelines;
- Assembled products and pleasantly displayed merchandise in the shop;
- Occasionally helped with order placement or billing mechanism;
- Maintained both shopping floor, as well as product isles clean at all times;

#### **Achievements:**

- Awarded Employee of the Year twice;

## **C. Education and Academic Training**

High-school Diploma - 2010 - Lasa High School (Austin, Texas)

## **D. Job-Related Skills**

- Displaying merchandise;
- Labeling products;
- Tracking orders;
- Greeting and assisting customers;
- Handling financial operations;
- Ability to operate the cash register;
- Managing inventory;
- Dealing with complaints;

## **E. General Skills**

- Motivated seller;
- Good communicator;
- Multi-tasker;