

Sales Associate Resume Sample 2

Marcia Grey

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A. Summary

Meticulous and determined sales associate with over 5 years in the field of retail sales. Skilled in greeting and assisting clients, as well as helping them make the necessary purchase. Ability to make suggestions, and help locate desired merchandise according to the customer's needs and budget. Successful in maintaining and improving marketing programs, promotions and organizing giveaways.

B. Working Experience

January 2011 – Present – Sales Associate, Tomorrow's Store, Miami 11221, FL

Responsibilities:

- Promote products and brands as instructed;
- Process all transactions time-effectively;
- Maintain display area, as well as aisle space clean at all times;
- Communicate with supervisors and establish the products that will be promoted;
- Assisting clients with their purchases;
- Offering advice and recommendations while maintaining a relaxed attitude;
- Provide assistance in the marketing department when required;

Achievements:

- Awarded title of Associate of the Month – June 2014;
- Increased sales of beauty product by 40% during the first year through consistent marketing strategies;

C. Education and Academic Training

The university of Miami, Miami, FL – 2010

BA Degree in Management & Business Studies

D. Job-Related Skills

- Customer satisfaction increase;
- Building long-lasting relationships with customers;
- Effective professional planning;
- Product development know-how;
- Sales target attainment;
- Customer complaint management;

E. General Skills

- Great communication skills;
- Business awareness;
- Advanced IT skills;
- Attention to detail;