

# First Name

# Last Name

Address 

Phone 

Email 

LinkedIn Profile 

Twitter/Blog/Portfolio 

A proactive, customer-focused Sales Assistant with successful sales experience and a positive, confident approach. Well-developed skills in forming trusting relationships with customers as well as quickly reacting to their needs and presenting the most apt products and services. Able to work well both in teams and on own initiative, with a proven record of contributing to process improvements. Seeking a part time position job as Retail Sales Assistant

## Skills & Qualifications

- Customer service experience
- Punctual
- Well presented
- Reliable
- Responsible and Trustworthy
- Organized

## Experience

DATES FROM – TO

### **Assistant Manager / Company, City / Country**

Responsibilities: Takes a supervisory role on a day-to-day basis, in a fast-paced retail environment; Achieves personal sales targets in line with KPI objectives; Supports Store Manager with recruitment and providing on-the-job training; Provides excellent customer service

DATES FROM – TO

### **Retail Sales Assistant / Company, City / Country**

Responsibilities: Ordered and managed stock; stocked shelves; Served and assisted customers on checkouts; Answered the phone and helped with queries/complaints, remaining professional at all times; Helped train new members of staff.

## Education

MONTH YEAR

### **General English/ XXX School, Sydney Australia**

MONTH YEAR

### **Bachelor Degree in XXX / Univeristy XXX, Cali Colombia**

## Availability

Monday to Friday: from 3pm

Weekends: full time