

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Sales Associate - Company / Location

MONTH YEAR - Present

- Consistently exceeded weekly sales quota from 8-15% by cross-selling and upselling products.
- Initiated a monthly sales competition between associates to encourage camaraderie and increase engagement, additionally boosting productivity by 32%.
- Maintained product knowledge by memorizing new inventory information, increasing customer satisfaction by 15%.
- Recorded and stored all sales receipts and balanced, removed, and recorded cash amounts at the end of each shift.
- Promoted sales, offered product information, and cross-sold seasonal items, increasing customer engagement by 19% and raising the number of items sold at the checkout by 47%.

Bank Teller - Company / Location

MONTH YEAR – MONTH YEAR

- Accepted deposits, verified payments, issued receipts, and released withdrawals during 370+ transactions a week.
- Answered customer account inquiries and resolved 93% of complaints, increasing customer satisfaction by 24%.
- Followed bank policies and procedures to maintain 100% compliance with bank guidelines and state / federal laws.
- Promoted additional bank products and services to regular patrons, increasing revenue by 28%.
- Worked with clients of all ages, promoting and selling account upgrades. Specifically, worked with young clients to increase their credit limits.

Project Experience

- Was allowed to initiate a monthly sales competition as a sales associate. This project allowed me to improve my management and collaboration skills. It also had a positive effect on the company, increasing sales significantly.
- Was given the responsibility of recording all sales receipts and balancing. This experience will help me in a new position as a personal assistant.
- I received marketing experience as part of a project to promote sales for outdated items and merchandise. The company was able to decrease losses significantly because of this project.

Education

High School Diploma - Abraham Lincoln High School

September 2014 – June 2018

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Time management
- Cash handling
- Customer service
- Critical thinking
- Collaboration

Licenses & Accreditations

Licenses & Accreditations

- Certified Administrative Professional
- Certified Professional Secretary
- Microsoft Office Specialist Certification for Executive Assistants