

# NAME

TITLE

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

## Profile

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## Experience

### **Sales Associate** - Company / Location

*March 2021 – Current*

- Welcomed guests and clients upon arrival and maintained an uncluttered appearance of the store.
- Assisted shoppers and customers with general questions to help them pick the ideal products for them, effectively increasing client satisfaction by 10%
- Learned the prices and features of goods sold on the premises and directed customers to cash registers upon purchase
- Educated clients and shoppers about the latest offers, special discounts, and sales offered by the store.
- Constantly met upsell targets by highlighting the top features of items, which increased store sales by 5%
- Occasionally doubled as a cashier at the cash register during holidays, rush seasons, and when coworkers were on sick leave.

### **Delivery Driver** - Company / Location

*July 2019 – March 2021*

- Loaded, transported, and delivered packaged items to clients and businesses within the projected time frame.
- Adhered to safety and traffic laws to make sure that the delivered items are secure and delivered in top condition
- Reviewed orders before and after delivery to make sure that orders were complete and correctly charged to ensure client satisfaction
- Accepted cash payments for delivered items while preparing payment reports and other necessary documents for customers and bookkeepers
- Provided occasional customer service and handled complaints from clients during product returns and replacements.

### **Project Experience**

- Prepared a list of commonly sold items and special discounts on various products to make it easier for colleagues to memorize them
- Helped improve the time efficiency and safety of delivered items by developing an enhanced delivery route plan

## Education

### **High school diploma** - Maple Ridge High School

*2017*

### **DEPARTMENT** - SCHOOL

*May 2009*

- GPA: LIST
- AWARD
- AWARD

## **Skills**

### **Expertise**

- Good at mathematics
- Attention to details
- Decent knowledge of product prices and easy memorization
- Problem solving
- Ability to work under pressure

## **Licenses & Accreditations**

### **Licenses Licenses & Accreditations**

- National Retail Federation Cashier Certification
- Certified Sales Associate (CSA)