James Applicant

123 Main Street • Denver, CO 80022 • (111) 555-1111 • jamesapp@email.com

SALES ASSOCIATE

*Building customer relationships with professional skills and respectful attitude*

Award-winning sales associate and cashier with seven years’ experience at two companies.

*Key skills include:*

|  |  |
| --- | --- |
| * Assisting Customers with Their Needs
* Handling Returns and Exchanges
* Initiating Private Shopping Appointments
 | * Training Sales Clerks
* Stocking and Facing Shelves
* Arranging Floor Displays
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PROFESSIONAL EXPERIENCE

AMY’S BOUTIQUE, *Denver, Colo.*

**SALES ASSOCIATE** (February 2018 – Present)

Provide private shopping appointments for high-end clients and assist customers in handling returns and exchanges.

*Notable accomplishments:*

* Selected to participate in team projects to design and arrange window displays and rearrange floor layouts for various sales promotions.

MEDIA PLAY, *Madison, Wis.*

**SALES CLERK** (June 2017 – February 2018)

Assisted customers in selecting and purchasing electronic equipment and managed customer product returns and exchanges.

*Notable Accomplishments:*

* Received Employee of the Month award for outstanding customer service.
* Created and managed a training program for new sales clerks.

EDUCATION & CREDENTIALS

**ABC COLLEGE**, Madison, WI

Bachelor of Science in Marketing (Emphasis: Customer Service and Sales), May 2016

**Related Skills**

Skilled at operating computerized cash registers, scanners, and other POS systems