RICHARD WILLIAMS

Sales Clerk

Objective

Experience customer service representative with a proven track record of boosting month-to-month sales. Able to predict, evaluate, and meet the specific needs of customers while maintaining an efficient work schedule. Awarded “Employee of the Month” for consistently receiving positive customer feedback. Seeking to leverage my experience in customer service to fill a Sales Clerk position at Blarney’s.

(770) 625-9669

richardwilliams@gmail.com

3665 Margaret Street,  
Houston, TX 47587

Achievements & Awards

Top Seller Award

GAP, Albany   
20XX

Work History

Sales Clerk

Ulta, Manhattan, NY   
20XX

Sales Representative

GAP, Albany, NY  
20XX

Education

Bachelor of Science in Business

Administration (concentration: finance)

Louisiana State University,  
Baton Rouge, LA  
May 20XX

Relevant Skills

Customer Engagement

* Receive a +95% on customer service feedback surveys on a consistent basis by providing a friendly in-store environment
* Enhance the customer experience by providing quality assistance and in-depth product knowledge
* Educate customers on up-and-coming brands and the latest fashion trends
* Created personalized shopping experiences, boosting repeat business by 20%

Sales

* Exceeded sales goals an average of 10% for 5 straight months
* Upsell customers through the recommendation of products that meet their specific needs
* Process 30+ customer transactions a day and factored sales, discounts, and promotions into the final price

Visual Merchandising

* Restock and organize new shipments of inventory in a timely manner, cutting average of 2 days off the merchandising process
* Develop and create unique displays that attract customers to a desired product
* Team worker who can adapt in highly dynamic and changing situations in the office
* Collaborated with cross-functional teams to execute in-store promotional campaigns

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Good luck on the job hunt.

Best regards,

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