**RICHARD**

**WILLIAMS**

Sales Clerk

(770) 625-9669

richardwilliams@gmail.com

3665 Margaret Street,  
Houston, TX 47587

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.

**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

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

**Achievements & Awards**

Top Seller Award

20XX

GAP, Albany

Recognized for innovative merchandising ideas

20XX

Ulta, Manhattan

**Work History**

Sales Clerk

20XX

GAP, Albany

Sales Representative

20XX

GAP, Albany, NY

**Education**

Bachelor of Science in Business Administration (concentration: finance)

20XX

Louisiana State University, Baton Rouge, LA