Name

Address   Phone   E-mail address

Objective:

To use my skills and experience with customer service and sales to gain employment at Cal-Coast Machinery as a Sales Associate.

Strengths:

- Leadership of a team of up to seven people
- Excellent verbal and written communication
- Strong customer service skills, including conflict resolution

Professional Expertise:

Technical Skills:
- Electronic record keeping of data; creation spreadsheets
- Ability to learn about new products and communicate new information to customers
- Tracking data, maintaining accurate records
- Use of multi-line phone systems
- Extensive cash handling experience
- Operation of modern office programs and equipment (MS Office, Outlook365, Moodle, Canvas and various web browsers).

Interpersonal Skills:
- Fast learner
- Strong problem solving skills
- Ability to facilitate communication among co-workers
- Team management
- Punctual
- Deadline oriented
- Ability to maintain an organized work space
- Comfortable communicating with a diverse range of people

Sales Experience:
- Awarded highest sales volume for targeted wine sales, three months running in 2015
- Increased credit card memberships by 80% as a personal goal, earning top seller award in 2013
- Experience with high volume sales while maintaining excellent customer service

Career Chronology:

Apr 2014 – Dec 2016	Wait Staff, F. McLintock's Saloon, Paso Robles, California
Mar 2012 – Apr 2014	Cashier, Kohl's, Paso Robles, California

Education:

Aug 2015 - Present	Associate of Arts for Transfer Political Science, Cuesta College, Paso Robles, CA
	Projected graduation date: May 2018
June 2009	El Cajon Valley High School, San Diego County, CA