
FASHION SALES ASSISTANT RESUME

Objective:

Seeking a position as Fashion Sales Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Excellent skills in international trade and other cultures
- Ability to work effectively in a fast-paced environment
- Ability to multi-task and effectively handle competing priorities
- Strong MS Office skills; especially Outlook, Word and Excel
- Ability to take direction and learn new things
- Strong time management and organizational skills
- Strong verbal and written communication skills.

Work Experience:

Fashion Sales Assistant
Cornell University, Goffstown, NH
August 2005 to till date

- Performed general administrative support (fax, mail, and filing).
- Processed bills in an accurate and timely manner.
- Reached out to various vendors to secure pertinent information for proper invoice handling.
- Ensured that the bills were posted correctly to the proper cost centers.
- Processed travel reservations for Zone officers and field management.

Fashion Sales Assistant
Monsanto, Goffstown, NH
May 2000 to July 2005

- Managed different tasks such as, planting, management of plots, data collection, harvest.
- Supervised and trained of temporary employees.
- Assisted in other projects and performed other duties as and when required.
- Distributed flyers to support recruitment efforts.

Education:

Associate Degree in Retail Management
University of Florida, Gainesville, FL

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