
Retail Sales Assistant Resume

Job Objective

To obtain a Retail Sales Assistant position that fully utilizes my experience and abilities.

Highlights of Qualifications:

- Substantial experience of retail sales activities and customer service practices
 - Extensive knowledge of retail merchandising and product display procedures
 - Commendable knowledge of stock management and telephone etiquette
 - Familiarity with cash handling techniques and general housekeeping methods
 - Ability to implement company-specified retail sales and service strategies
 - Ability to utilize POS system and cash registers, properly and efficiently
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Professional Experience:

Retail Sales Assistant
Slumberland, Inc., Cleveland, MS
August 2012 – Present

Responsibilities:

- Welcomed and interacted with walk-in customers, in a polite and friendly manner.
- Handled inbound phone calls and answered customer queries, in a professional manner.
- Promoted and recommend various products and service offerings relevant to customers.
- Followed up on clients and delivered post-sales support, as required.
- Cleaned assigned work premises and executed cashiering tasks, as directed.
- Completed all paperwork and prepared reports related to work activities, accurately.

Retail Sales Assistant
The Jones Group Inc., Cleveland, MS
May 2009 – July 2012

Responsibilities:

- Greeted and communicated with all customers, professionally and politely.
 - Addressed customers' product requirements and recommended appropriate products.
 - Performed price markdowns of products and displayed all merchandise, effectively.
 - Moved, stored, and restocked various retail items, carefully and properly.
 - Cleaned, tidied, and organized all assigned store areas, efficiently.
 - Developed and maintained profitable business relationships with customers and vendors.
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Education:

Associate Degree in Business
Tunxis Community College, Farmington, CT

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