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## Retail Sales Representative Resume

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### Job Objective

Seeking reputable company in which to obtain a Retail Sales Representative position.

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### Highlights of Qualifications:

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- Extensive retail selling experience
  - Wide Knowledge of retail customer operations
  - Knowledge in entertainment technologies, consumer electronics and telecommunications industry
  - Ability to effectively present information
  - Ability to handle mathematical calculations
  - Ability to handle cash and credit card transactions
  - Superior verbal and written communication skills
  - Solid time management, organization and customer service skills
  - Remarkable ability to manage at multiple retail locations
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### Professional Experience:

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Retail Sales Representative  
UTC Associates, Inc., Bedford MA  
November 2006 – Present

- Extended assistance to customers and provided requisite information on products.
- Aided customers to make apt selections.
- Marketed company products to current clients and prospects.
- Formulated action plans and schedules and followed up on referrals.
- Outlined presentations, proposals and sales contracts and managed sales materials.

Retail Sales Representative  
PepsiCo, Bedford MA  
February 2001 – October 2006

- Nurtured current client and potential client relationships and formulated paperwork to manage contract services.
  - Managed account services and conducted quality checks as well as handled client concerns.
  - Formulated various status reports.
  - Guided company staff to achieve sales.
  - Enforced special sales activities to reduce stock.
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### Education:

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Bachelor's Degree in Business  
Bucknell University, Lewisburg, PA

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