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## Sales Clerk Resume

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### Job Objective

To obtain a Sales Clerk position that will promote growth, stability and opportunity for advancement.

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### Work Experience:

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Sales Clerk  
Sara Lee ,Sacramento, CA  
May 2004 – Present

- Ensured to complete special marketing projects independently.
- Involved in researching information and calculating figures in complex reports.
- Supported the production and design of sales and promotional materials.
- Administered direct marketing and sales.
- Ensured to meet and exceed goals and targets.

Sales Clerk  
Appleone, Sacramento, CA  
March 2002– April 2004

- Supported the sales staff through strategic problem solving.
  - Administered to implement special sales efforts.
  - Coordinated with the planning and designing departments.
  - Communicated sales presentations via phone.
  - Assisted web-based customer training.
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### Summary of Qualifications:

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- Remarkable experience with marketing campaigns in a sales environment
  - Proficient in Microsoft office application suite.
  - Ability to provide general administrative support.
  - Ability to rotate and check code dates on products
  - Ability to prepare monthly and quarterly sales
  - Ability to manage and impart confidential information.
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### Education:

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Associates degree in Accounting  
Central Piedmont Community College, Charlotte, NC

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