

# Jane Doe

City, State    janedoe@email.com    (123) 456-7890

## SUMMARY

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Motivated sales associate with strong communication skills and a proven track record of exceeding sales goals. Dedicated to providing excellent customer service and fostering positive client relationships.

## EXPERIENCE

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**Sales Associate** ABC Retail Store Jun 2022 – Present

- Assisted customers with product selection and answered questions to improve overall experience.
- Consistently met or exceeded monthly sales targets.
- Processed transactions accurately and handled cash register operations.

**Customer Service Representative** XYZ Shop Jan 2021 – May 2022

- Provided prompt and courteous service to customers in a fast-paced environment.
- Resolved customer complaints efficiently and professionally.
- Maintained a clean and organized sales floor.

## EDUCATION

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High School Diploma Central High School 2020

## SKILLS

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- Customer Service
- Point-of-Sale (POS) Systems
- Communication
- Teamwork
- Organization