

Jane Doe

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

SUMMARY

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

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

High School Diploma Central High School 2020

SKILLS

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