

Jane Doe

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Professional Summary

Enthusiastic and dedicated aspiring Sales Associate with strong interpersonal and communication skills. Eager to leverage customer service experience and a passion for retail to drive sales and deliver outstanding customer experiences.

Education

Bachelor of Business Administration 2024
State University, City, State

Relevant Experience

Customer Service Intern 2023
ABC Retail Store, City, State

- Assisted customers with inquiries, product selection, and checkout.
- Restocked merchandise and maintained organized displays.
- Collaborated with team members to meet daily sales goals.

Core Skills

- Customer Service
- Effective Communication
- Teamwork
- Cash Handling
- Sales Techniques

Technical Skills

- Point of Sale (POS) Systems
- Microsoft Office Suite
- Inventory Management Basics

Projects & Involvement

Sales Team Project, University Business Club

- Collaborated in a team to organize simulated retail sales events.
- Developed marketing materials and improved customer approach strategies.

Volunteer, Local Food Drive 2022

- Supported event organization, stock management, and customer interactions.

References

Available upon request.