**Mary Rose Williams**   
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**Career Objective:**

To obtain the position of clothing sales associate with a view to utilize my experience in the field of sales contributing towards effective service in a renowned retail store

**Summary of skills:**

* More than three years of professional experience in retail sales
* Comprehensive knowledge of clothes, fabrics and accessories
* Possess excellent sales, marketing and negotiation skills
* Customer service oriented with good communication and time management skills
* Ability to provide service in a quick and efficient manner
* Knowledge of basic accounting and cash handling with ability to meet sales target

**Professional Experience:**

Organization: Alice Clothing Center, California  
Duration: June 2005 till date   
**Designation: Clothing Sales Associate**

* Responsible for interacting and communicating with customers on phone or in person to determine and meet their merchandise requirements
* Handle the tasks of coordinating with customer in selecting their wardrobe involving a wide range of patterns and colors
* Perform responsibilities of taking measurement of customer's arms, waist, chests and arms to provide the exact size
* Handle the tasks of handling cash as well as processing payments through credit cards
* Responsible for responding to customer queries and update latest upcoming dress to customers
* Perform the tasks of entering name and phone numbers of potential customers for future reference
* Handle other essential tasks like merchandising, housekeeping and stocking

Organization: Flowrence Clothing & Accessories, California  
Duration: April 2001 to May 2004  
**Designation: Sales Staff**

* Responsible for providing excellent customer service by offering ideas on the selection of clothing and accessories
* Handle the tasks of getting clothes and accessories for trial
* Perform responsibilities of cleaning the store to make it appear in an appealing and presentable manner
* Responsible for providing knowledge of the fabrics and materials to customers
* Handle the tasks of preparing and maintaining sales record on a daily basis
* Participate in sales trainings and programs to enhance sales skills and techniques

**Educational Summary:**

Achieved High School Diploma  
Hundred Flower School, California in the year 2008

**Personal Information:**

Name: Mary Rose Williams   
Date of Birth: 23.05.1992  
Employment Status: Full time  
Relationship status: Married

**Reference:**

Will be furnished upon request