

SAMPLE RESUME FOR A RETAIL SALES ASSOCIATE POSITION

The highlighted areas are skills or abilities that would be attractive to a recruiter looking to fill a Retail Sales Associate position.

Sue Smith
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Telecom, USA
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EXPERIENCE

5/06 – present

Lead Teller – Provide training and employee reports for tellers. Assist with transactions, and procedures. Also performed monthly review on tellers and provide training in sales.

7/05 – 4/06

Sales Representative

Sell wireless services and products. Always exceed sales quota. I was responsible for any planograms that the store needed charged. Daily count of inventory and sales totals. Awards for most improved sales, top sales in region and also won many contests throughout region.

9/00 – 1/03

Administrative Assistant

Answering incoming calls from other local exchange carriers. **Data entry of orders** for many different services including ISDN BRI/PRI, Centranet, Lineshare project, and many other complex services. I also trained co workers and managers on order writing and data entry of new products and services.

EDUCATION

Bachelor of Arts with minor in **Psychology**

SKILLS

Microsoft Word, Excel, Access, Powerpoint

Lotus Notes

Outlook Express

Quicken Books