

Maxine Curry

Sales Clerk

AREAS OF EXPERTISE

Calculating discounts

Assisting clients

Customer service

Negotiating rates

Loss prevention

Store organisation

PROFESSIONAL

German (intermediate)

Spanish (intermediate)

PERSONAL SKILLS

Polite and friendly

'Can do' attitude

Attention to detail

Flexible

CONTACT

*Maxine Curry
Dayjob Ltd
The Big Peg
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*Driving license: Yes
Nationality: British*

PERSONAL SUMMARY

A high energy peoples person who is relentless in her pursuit of pleasing the customer and ensuring that their needs are met. Maxine will always arrive to work on time, fully prepared and rearing to go. She is an effective front end operator who is able to work well within any existing sales team. As a true professional she is someone who can quickly identify areas that need improvement and then assist in coming up with suitable solutions for them. Right now she is looking for a suitable position with a company that has a unique environment that fosters individual growth and rewards performance.

WORK EXPERIENCE

Company name – Location

SALES CLERK Jun 2013 – Present

Responsible for maintaining the in-stock condition of an assigned area, and ensuring that it is clean, shop-able, and safe.

Duties:

- Making decisions on markdowns when necessary to satisfy customers.
- Maintaining advanced knowledge of all for sale store products in the department.
- Responding to public address system announcements.
- Talking to customers in a courteous and business-like manner.
- Assisting customers in product financing, purchasing and delivery.
- Greeting all customers entering the store within 10 feet of the entrance.
- Ensuring a clean and uncluttered store environment.
- Operating the stores Point of Sale (POS) computer system.
- Taking customer enquiries, face to face, over the phone and via email.
- Wrapping up goods for customers or putting them in bags.
- Tagging prices to merchandise.
- Accepting payments from customers and issuing receipts.
- Cashing up the till at the end of the day and making the necessary recordings.
- Following all safety policies and standards.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Learning at least one new thing every day.
- Happy and comfortable working within a sales environment.
- Well-presented and smart in appearance.
- Can handle several customer enquiries at once.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:

Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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