

# ASHLEY SALES

429 Benicia Rd. #A ~ Vallejo, CA 94590 ~ (510) 512-3161 ~ ms.sales07@gmail.com

## EMPLOYMENT OBJECTIVE

To obtain a people oriented position where I can use my skills and positive attitude to be of service to others

## SUMMARY OF QUALIFICATIONS

- Operated basic office equipment such as (calculator, copier; postage machine)
- Enjoys working with a diverse population of people
- Anticipated customers needs while providing excellent customer service
- Resolves customer conflict with emphasis on customer satisfaction
- Utilizes critical thinking, decision making, and problem solving skills
- Completes projects accurately and on time

## SKILLS

Basic MS Word/Excel	Cash Register/Handling	Front/Back Office
Filing/Proofreading	Customer Service	Janitorial/Housekeeping
Multiple Phone Lines	Stock Clerk	Teacher/Aid/Assistant

## EXPERIENCE

### Sales Associate

- Greeted customers and ascertained what each customer wanted or needed
- Described merchandise and explain use, operation, and care of merchandise to customers
- Computed sales prices, totaled purchases and received and processed cash or credit payment
- Answered questions regarding the store and its merchandise
- Mixed paint according to customer
- Demonstrated use or operation of merchandise

### Cashier

- Received payment by cash, check, credit cards, vouchers, or automatic debits
- Issued receipts, refunds, credits, or change due to customers
- Established or identified prices of goods, services or admission, and tabulated bills using calculators, cash registers, or optical price scanners
- Greeted customers entering establishments
- Answered customers' questions, and provided information on procedures or policies

### Office Assistant

- Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers
- Answered telephones, directed calls, and took messages
- Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer
- Opened, sorted, and routed incoming mail, answered correspondence, and prepared outgoing mail
- Compiled, copied sorted, and filed records of office activities, business transactions, and other activities

## WORK HISTORY

Sales Associate	The Home Depot	Emeryville, CA	2013-2013
Tutor	Making Waves Education Program	Richmond, CA	2010-2011
Cashier	Orchard Supply Hardware	San Rafael, CA	2010-2010
Office Assistant	Making Waves Education Program	Richmond, CA	2007-2009
Cashier	McDonalds	Richmond, CA	2006-2007

## EDUCATION

Attending	Contra Costa Community College	San Pablo, CA
Diploma	Saint Elizabeth High	Oakland, CA