

Heidi Anton

1825 NE Ripshire ■ Portland, Oregon ■ (503) 555-4543
E-mail: heidi689@pluto.com

Objective

Personable, upbeat student seeking part-time Retail Sales Associate position

Skills Summary

Promptly and cheerfully greeted customers and helped them identify products to best suit their needs

Utilized add-on sales techniques

Kept current on sales and promotions

Efficiently processed customer purchases, returns, and exchanges

Investigated and resolved customer complaints in a patient, diplomatic manner

Set up and dismantled product displays

Placed special orders and called other stores to locate desired items

Monitored fitting rooms and returned clothes to racks

Ticketed, inventoried, unpacked, and stocked merchandise

Organized and straightened merchandise; kept work area clean

Related Experience

Shift Leader

Sandwich Maker

Subway, Portland, OR - Jan. 20xx – current

Promoted to Shift Leader after 3 months, due to leadership qualities

Retail Associate

Marshall's, Portland, OR - Christmas seasons, 20xx and 20xx

Education

Associate of Applied Science, Fitness Technology – will graduate 20xx
Portland Community College, Portland, OR