

First Name, Last Name

Address | Phone # | Email

EDUCATION

Bachelor of Arts in English

May 20xx

Advertising and Creative Writing minors

Flagler College – St. Augustine, FL

PROFESSIONAL EXPERIENCE

Sales Clerk

ABC Shoes – St. Augustine, FL

20xx to Present

- Trained in special knowledge of shoe construction, design, comfort technology, comparisons and contrasts between models and/or brands (Mephisto, Naot, Merrell, Clarks, Minnetonka, Keen, Teva, Ocean Minded)
- Process more than \$200K in sales to date
 - First quarter sales in 2008 up 20% YTD vs. PYTD
 - Average sales: \$3K to \$5K per week, dependant on tourist seasons
- Stock during open hours, weekly reorganization of inventory
- Consult the owner for pricing, clearance sale dates
- Authorized to contact outside shoe sales representatives for special orders
- Train 5 new employees in sales, stocking, and on computer software, Retail Pro
- Make hiring recommendations to manager
- Give input to owner for models chosen to sell, report customer desires to owner
- Design simple displays to optimize best features of shoes, every season

Sales Clerk

St. Augustine Candy and Nuts, Inc. – St. Augustine, FL

20xx to Present

- Relied upon by owners to sell over \$6000 of name brand items per month
- Recognized by management and staff as strong mentor for new employees
- Compile weekly inventory lists for reorders

Peer Tutor

Writing Center – Flagler College

20xx

- Tutored up to 55 peers in writing process, edited papers for grammar errors and continuity
- Kept computer logs categorizing usage of facility for all students and faculty

Barista

Specialty Coffee – St. Augustine, FL

20xx

- Ran 2 commercial espresso machines serving up to 75 customers without assistance
- General cashier and retailing of merchandise

Administrative Assistant

Hereford Driving School – Parkton, MD

20xx to 20xx

- Provided transcription, correspondence and composition of weekly schedules for 6 educators and 15 drivers
- Marketed options, availability, and scheduling information to customers

SKILLS

Writing basic HTML and JavaScript; Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft Outlook, Retail Pro (DOS), Adobe Photoshop 7, Roxio Easy Media Creator 8 package, Windows Movie Maker

