Georgia Shaw  
  
Address: Flat 0, Any Road, Any Town, Postcode  
Email: [**name@hotmail.com**](mailto:name@hotmail.com) **|** Telephone: +44 000 000 000

**PERSONAL STATEMENT**

A proactive, customer-focused Sales Assistant with successful sales experience and a positive, confident approach. Well-developed skills in forming trusting relationships with customers as well as quickly reacting to their needs and presenting the most apt products and services. Able to work well both in teams and on own initiative, with a proven record of contributing to process improvements. Resilient and confident, and works well under pressure. Seeking a role within a health and beauty company in which to use acquired skills and interests

**KEY ACHIEVEMENTS**

* **Company:** Achieved 2nd best Sales Associate in the first month at the company
* **Company:** Won top seller prize for two consecutive months, achieving 155% and 203% of monthly targets
* **Company:** Recognised as top assistant for customer experience in the month of [month]Achieved area sales in one year of £2.2m

**EMPLOYMENT HISTORY**

08/2015 – Present

**Company**

**Retail Sales Assistant**

* Takes a supervisory role on a day-to-day basis, in a fast-paced retail environment
* Achieves personal sales targets in line with KPI objectives
* Supports Store Manager with recruitment and providing on-the-job training
* Creates a welcoming environment and provides excellent customer service including learning about products

03/2010 – 08/2015

**Company**

**Sales Assistant**

* Ordered and managed stock; stocked shelves
* Served and assisted customers on checkoutS
* Answered the phone and helped with queries/complaints, remaining professional at all times
* Helped train new members of staff
* Worked on tasting stalls

**EDUCATION**

10/2008 – 08/2010

**BTEC: Business | College**

10/2006 – 08/2008

**GCSEs: Eight including English, Mathematics, ICT, Design Technology**

School, City, Country

**ADDITIONAL SKILLS**

**Software:**

PowerPoint, Word, Excel and Outlook

**INTERESTS**

Arranging social activities for family and friends, going to the gym, health and beauty, learning new things

**REFERENCES ON REQUEST**