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| --- | --- |
| **FUNCTIONAL RESUME** | |
| 3665 Margaret Street, Houston, TX 47587 • RichardWilliams@gmail.com • (770) 625-9669 | |
|  | |
| Experience customer service representative with a proven track record of boosting month-to-month sales. Able to predict, evaluate, and meet the specific needs of customers while maintaining an efficient work schedule. Awarded “Employee of the Month” for consistently receiving positive customer feedback. Seeking to leverage my experience in customer service to fill a Sales Clerk position at Blarney’s. | |
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| **Relevant Skills** | |
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| **Customer Service** | |
| * Receive a +95% on customer service feedback surveys on a consistent basis by providing a friendly in-store environment * Enhance the customer experience by providing quality assistance and in-depth product knowledge * Educate customers on up-and-coming brands and the latest fashion trends | |
|  | |
| **Sales** | |
| * Exceeded sales goals an average of 10% for 5 straight months * Upsell customers through the recommendation of products that meet their specific needs * Process 30+ customer transactions a day and factored sales, discounts, and promotions into the final price | |
|  | |
| **Merchandising** | |
| * Restock and organize new shipments of inventory in a timely manner, cutting average of 2 days off the merchandising process * Develop and create unique displays that attract customers to a desired product * Team worker who is able to adapt in highly dynamic and changing situations in the office | |
|  | |
| **Work History** | |
|  | |
| **Ulta,** *Manhattan, NY*  *(2016-2017)*  *Sales Clerk* | **GAP,** *Albany, NY*  (2014-2015)  *Sales Representative* |
| **Education** | |
|  | |
| **LOUISIANA STATE UNIVERSITY, Baton Rouge, LA**  *May 2014* | |
| Bachelor of Science in Business Administration (concentration: finance), Honors: cum laude (GPA: 3.7/4.0) | |

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**Dear Job Seeker,**

If you’re looking for a classy resume template, you can’t do any better than the “Milano”. Its simple elegance is just what you need if you want to imbue your resume with a balance of professionalism and good taste — plus a dash of creativity.

Everything on the Milano is left-aligned, which helps the hiring manager quickly look through your resume by simply scanning down the page to identify relevant experience and skills.

If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:

·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)

·     How to Write a Resume

·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Once you have a great resume, pair it with a convincing cover letter using our matching [2021 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)

·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)

·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Best regards,

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