

Maria Sanchez

 City, State Abbreviation Zip Code

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

PROFILE

A dynamic and ambitious professional with a bachelor's degree in business administration in finance. Adept at customer service, store maintenance, and handling cash transactions, demonstrating exceptional consumer assistance, inventory management, and basic mathematical skills. Proven track record of providing exceptional service and strategically reducing backstock.

KEY SKILLS

- Cash handling and transactions
- Communication skills
- Customer service
- Inventory management
- Store maintenance

EDUCATION

Bachelor of Business Administration in Finance
UNIVERSITY OF ARIZONA | Tucson, AZ
December 2019

PROFESSIONAL EXPERIENCE

RETAIL ASSOCIATE | JCPENNEY
PHOENIX, AZ | JUNE 2023 - PRESENT

- Exceeded customer service goals by quickly and efficiently answering customer inquiries, leading to an increase in positive customer reviews
- Maintained and optimized the sales floor according to corporate visual standards, which boosted overall store appearance ratings
- Managed daily cash and credit transactions while maintaining a 100% accuracy rate

CUSTOMER SERVICE REPRESENTATIVE | AMAZON
TUCSON, AZ | JANUARY 2022 - MAY 2023

- Handled customer issues in a timely manner, resulting in a 15% increase in customer satisfaction during tenure
- Assisted with inventory management, reducing backstock by 30% in 90 days through strategic organization
- Helped customers with purchase transactions and returns, adhering to all company policies