

# Sophia Cox

## Entry-Level Retail Associate

City, ST 12345 | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Recent college graduate with hands-on internship experience in retail operations, customer engagement, and stock management.

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## PROFESSIONAL EXPERIENCE

Retail Intern | June 2022 – August 2022

CityStyle Boutique, Seattle, WA

- Supported daily store operations, assisting 30+ customers daily and processing transactions via POS
- Conducted weekly inventory counts, identifying and correcting 98% of discrepancies within 24 hours
- Updated social-media product highlights, increasing local foot traffic by 10%
- Shadowed the visual merchandising team to learn display setup and trend forecasting

Barista & Sales Associate | September 2020 – May 2022

JavaExpress, Seattle, WA

- Served 100+ daily customers, maintaining a 4.8/5 customer-feedback score
- Promoted seasonal product upsells that increased add-on sales by 18%
- Kept café display stocked and organized, reducing waste by 12% through FIFO practices
- Cross-trained in inventory receipt, learning vendor-delivery reconciliation processes

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## EDUCATION

B.A. in Communications

University of Washington, Seattle, WA February 2022