

## Jennifer Jobseeker

222 McDonnell Road  
Sutter, CA 95982  
(530) 555-2525

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**Objective:** Seeking a position as a **Sales Associate** in a busy retail establishment that is looking for a dedicated and hard-working person

### Highlights:

- Able to quickly establish a warm rapport with people
- Attentive listener/exhibit a genuine interest in customers' needs
- Able to build a loyal base of satisfied, repeat customers
- Ability to promote and sell products and services
- Ensure an efficient, smooth flow of customers at checkout while maintaining cordial relationships
- Ability to sell and promote products and services
- Detail oriented/organized and meticulous about the quality of my work
- Demonstrate positive work habits
- Outgoing, engaging personality
- Proficient in the use of Microsoft Word and Excel
- Typing 38 wpm

**Experience:** America Red Cross Three Rivers Chapter Yuba City, CA  
**Volunteer Office Clerk** 10/09 to Present

- Greet people entering establishment, determine nature and purpose of visit and direct and/or escort them to specific destinations
- Register guests for CPR classes
- Operate the telephone, screen and forward calls, provide information, take messages and schedule appointments
- Filing

**Education:** Sutter Union High School Sutter, CA  
**General Education** To graduate in 2010

- Honor Roll
- Recognized with Perfect Attendance Awards

**References:** Available upon request