

---

# Jane Smith

---

Address Line 1

Address Line 2, Great Dunmow, Essex, Post Code.

Telephone: 01371 123456. Email: [janesmith123@email.com](mailto:janesmith123@email.com)

## SALES ASSISTANT TO SALES REPRESENTATION

A Retail Sales Assistant with excellent interpersonal and customer service skills. Good at dealing with and calming down difficult customers especially when discussing embarrassing or sensitive subjects. Enjoying, identifying and selling the correct product to suit specific customer needs, whilst meeting all sales targets with in-depth product knowledge and working in a team and sharing ideas to get the best possible results. Now looking to make a continued contribution within a new challenging, entry level Sales Representative appointment that offers an opportunity for career development making the most of my skills for a company that rewards on merit and hard work.

## PROFESSIONAL DEVELOPMENT AND EDUCATION

<b>NPA</b>	Pharmacy Counter Assistant Qualified by the NPA <i>(National Pharmaceutical Association).</i>	2007
<b>VICHY</b>	Trained.	2008
<b>First Aid</b>	St. John's Ambulance	Valid to 2009
<b>GCSEs:</b>	English (B), English Language (C) P.E., (C), Geography (C), Mathematics (D) retaking results Aug 2008, Science (D), Business Studies (D), Spanish, C.E.L.F (D)	

## PROFESSIONAL EXPERIENCE

### **SALES ASSISTANT** (2 x part-time positions, full-time hours from Aug 07) *Jan 05 - Present* *Company A*

Working in two pharmacies in the same town, mostly at Yogi Pharmacy. Reporting to the Owner and Main Pharmacist of both of sites. Responsible for managing 2 part time staff (increasing to 3) as well as the team budget, providing sales data to the marketing managers, credit control and invoicing the suppliers.

- Serving customers and selling a variety of products, including medicines, homeopathic remedies, vitamins hair products, Vichy and other skin care products and mobility aids.
- Measuring people for supports and ordering products from specialist companies.
- Placing orders with large companies such as GlaxoSmithKline, Reckitt Benkiser, Ceuta, Laser, M&A Pharmachem and Nelsons. Saving costs and exploiting diminishing returns by placing bulk orders, lasting 3-6 months with our sister shop. Also experience gained in placing orders by modem and over the phone with B&S Healthcare, Sigma, Colorama and Unichem.
- Listening to customers, asking the appropriate questions to allow the correct diagnosis and product sales for each individual customer, checking for other GP prescribed medication interactions.
- Gained dispensing experience: I have a testimonial from the owner that states, I am "extremely competent, and can efficiently record controlled drugs".
- Regularly carrying out training procedures and standard operating procedures when out filling medication packs for the elderly and those with special needs.

## PERSONAL

**Mobility:** Full UK driving license.  
**Born:** 1988.  
**Marital Status:** Single.