

Modèle de CV vendeur / vendeuse

Personal information:

- Name: Aurélie Berlier
- Address: 3 rue du Gardon, 75000 Paris, FRANCE
- Date of Birth: 25 april 1990 (**date de naissance pas obligatoire**)
- Marital Status: Single
- Phone: (+33) 685 11 22 99
- Email: resume@gmail.com

Profile Summary:

Very committed, helpful and well-organized young woman passionate about everything about sports and looking for a position where I will be able to interact with customers and give them the best advices on sport gear.

Objective:

Seeking a shop assistant position in order to gain more experience in the sport and gear retailing industry.

Key Skills:

- Excellent communication skills (spoken and written english)
- Bilingual (English/French)
- Good organizational skills
- Flexibility in adapting to a new work environment
- Good ability to follow directions
- Fast learner and self motivated
- Welcoming and friendly personality
- Committed to customer service
- Able to determine good products orientation
- Able to deal with customer complaints
- Good at planning merchandising
- Physically fit

Education:

- 2003 – French baccalauréat S: high school diploma specialized in mathematics and science
- 2005 – University of Marseille: Staps (University degree, specialized in sports)

Work experience (ou Career Experience/Job History):

Sales clerk

2003 – Present (every summer)

Decathlon (Marseille, France)

Duties:

- Greeting customers in a polite and helpful manner
- Informing customers about products features, price and quality and making suggestions
- Offering assistance in locating products
- Completing orders and cash transactions using a cash register.
- Processing gift certificates and cards.
- Remaining observant for theft prevention
- Monitoring stock levels and ordering products
- Re-stocking products on shelves as necessary
- Talking to customers on the telephone
- Assisting Manager with different tasks including ordering stock from the warehouse,
- Training new staff members
- Merchandising new season stock
- Keeping the store clean and neat: empty rubbish, vacuum store floor at the end of the day

Trainee store assistant

May 2008 – January 2010

Go Sport (Marseille, France)

Duties:

- Assisted the customers in selecting products
- Ensured to expose the range of available products to the customers
- Learned to greet all customers in a polite and helpful manner
- Received training in operating the cash register including credit card, cash plus exchanges and refunds
- Advised the customer on features, quality and price of sports products
- Assisted customers with sports clothing choices, sizes and style in a friendly manner
- Assisted with inventory check
- Ensured that all shelves are re-stocked when necessary
- Helped to put stock on shelves and to break down cardboard in containers
- Kept the store clean and tidy include vacuuming, cleaning mirrors and dusting
- Trained in how to maintain and organise stock
- Received training in shoplifting prevention
- Assisted with window displays for sales

Additional information:

- Languages: french (native tongue), english (fluent), german (notions)
- Computing: Microsoft Word, PowerPoint, Excel, Photoshop
- Hobbies and Interests: Rock climbing, soccer and kayaking

References:

Available on request