

Celia Richardson

Retail Sales Associate

Chicago, IL
(555) 678-9876

c.richardson@email.com

Friendly and reliable retail associate with customer service experience

High school student with strong communication and problem-solving skills. Experienced in working with customers and handling retail transactions.

Professional Experience

Retail Sales Associate

Fashion Outlet Store , Chicago, IL

September 2023 - Present

- Assist customers in selecting items and provide excellent service
- Manage checkout transactions and process payments
- Organize merchandise and maintain store cleanliness

Stock Assistant (Part-Time)

City Mart , Chicago, IL

June 2022 - August 2023

- Restocked shelves and managed inventory
- Assisted with unpacking and organizing shipments

Education

Northview High School at Chicago, IL | Expected Graduation: June 2025

Key Skills

- Customer assistance and sales
- Cash handling and POS operations
- Merchandising and store organization
- Teamwork and adaptability