



Celia Richardson

Retail Sales Associate

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.

PERSONAL INFORMATION



(555) 678-9876



c.richardson@email.com



Chicago, IL

EDUCATION

Northview High School, Chicago, IL

KEY SKILLS

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

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