





MAXINE RENTON

SALES REPRESENTATIVE

CONTACT

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Sacramento, CA 
[LinkedIn](#) 

EDUCATION

Bachelor of Arts
Communication
California State University
2019 - 2023
Sacramento, CA
GPA: 3.8

Relevant courses

Communication Process
Rhetorical Process
Mass Communication
Process
Interpersonal
Communication
Organization
Communication

SKILLS

CRM (Hubspot, Salesforce)
Outbound lead generation
Negotiation
Presentation skills
Results oriented
Time management
Persistent

CAREER OBJECTIVE

Customer-focused and effective retail sales associate with relevant experience working directly with the public to ensure their satisfaction. Looking for a position with a KPI-focused organization like Stryker, where I can contribute and grow.

WORK EXPERIENCE

Ticket Sales Assistant

Powerhouse Science Center

2022 - 2023 / Sacramento, CA

- Exceeded annual membership targets by 22% by encouraging a compassionate, customer-centered approach
- Quickly triaged and directed customer requests to ensure an optimal experience at the science center
- Upsold tickets to 3D amphitheater by keeping updated catalogue of movies, beating quarterly expectations by 13% or more
- Maintained a clean and organized ticket station by sanitizing counters, emptying trash, and cleaning glass
- Processed ticket sales, issued refunds, and sold gift cards
- Promoted customers to VIP, converting 18% into VIP members

Tech Assistant

Computer Science Department

2020 - 2022 / Sacramento, CA

- Implemented a triage system, which expedited ticket requests by 30% depending on severity
- Worked with students in the computer lab to diagnose and remedy technical difficulties
- Recognized as the top student employee in May 2018
- Maintained a student satisfaction ratio of 4.4/5

PROJECTS

Charity Organizer

Co-founder and President

May 2019 - April 2023

- Enlisted local business leaders to donate over \$300K to Sacramento Medical Center's NICU and cancer wing
- Recruited over 600 students to encourage donation to support endorsed charities for Sacramento Medical Center