

Ronna Jackson

Entry Level Sales Representative

Seeking Entry Level Sales Representative opportunity with a solid foundation in successful sales techniques and customer service. Highly motivated to launch professional sales career leveraging confident communication skills and achieve win-win outcomes to increase brand awareness and revenue.

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☎ (123) 456-7890

📍 Pittsburgh, PA

🌐 [LinkedIn](#)

Work Experience

J.W's Grill

Hostess

2019 - current | Pittsburgh, PA

- Greet customers in a friendly and professional manner; answered questions and managed reservations. Maintain a clean and tidy waiting area and hostess stand.
- Manage the dining and seating flow by monitoring restaurant activity resulting in 52% decrease in wait times for customers, thereby increasing customer satisfaction by 45%.
- Manage the reservation list through accurate data entry and verified each reservation to prevent overbooking resulting in 34% improvement in restaurant rating.

Sephora

Cashier

2018 - 2019 | Pittsburgh, PA

- Properly completed all cash and credit transactions and ensured these transaction totals matched the recorded receipt totals with 100% accuracy.
- Regularly promoted the benefits of the Sephora loyalty program and exceeded sign-up goals for this program by 39%.
- Organized local community events for the store to increase brand awareness and drive 21% more business.
- Recognized as Employee of the Year in 2018 for demonstrating a positive, customer focused attitude.

Skills

- Collaboration
- Creative
- Detail Oriented
- Sales
- Adaptable
- Time Management

Education

High school diploma

Upper Saint Clair High School

2014 - 2018 | Pittsburgh, PA