

BOB SMITH

1111 Example Drive | address here | number here | [email here](#)

SUMMARY

Reliable worker with strong work ethic, a willingness to learn, outstanding salesmanship, and great interest and knowledge in computers and networking.

EDUCATION

Associate of Science, Health and Exercise
School, location, TX

May 2010

HIGHLIGHTS

- Excellent communication skills
- Highly responsible and reliable
- Computer proficient
- Recognized by managers for detail orientation, multitasking abilities, and working well under pressure
- Proven history of being able to hit sales goals and exceeding company standards.
- Developed a reputation for quality of work and timely completion of projects
- Excellent presentation and closing skills
- Building relationships with customers for future and lifelong business.
- Proficient negotiator

EXPERIENCE

New Car Sales Professional

Current job 1

Past job same industry (car sales)

- Exceeded industry average of 10 cars per month by averaging 15 cars per month.
- Excellent customer rating through CSI score index and dealerrater
- Demonstrated vehicle functionality, showing function and benefit of various models while explaining function/benefit towards customer wants and needs.
- Negotiated price, finance terms, trade values, in high stress situations.
- Created life long relationships with customers, earning future repeat business.
- Created outside business through cold calling, internet leads, social media, and working the service drive.

Server

Restaurant 1

March 2012 to August 2014

Restaurant 2

February 2011 to February 2012

- Manage guest relations and answer questions about menu and beverage items.
- Employ sales techniques and provide culinary education to peers and guests.
- Provide excellent table service and foster guest satisfaction in fast-paced restaurant.
- Suggest additional menu and beverage items to meet restaurant's revenue goals.
- Elevate customer satisfaction by regularly checking on guests, investigating and resolving complaints.
- Exceeded store average salesmanship ratio by 30% at Saltgrass Steak House.
- Achieved rapid advancement to top employee by ranking "A Rank" due to professionalism, hard work ethic, and ability to sale at Saltgrass Steak House.

Front Desk Team Member

May 2008 to May 2010

gym

- Greeted members and guests of fitness center using outstanding customer service.
- Held accountable for dropping cash deposits and balancing cash drawers.

- Responsible for membership setup and cancellation fees.
- Trained new employees on responsibilities including facility tours, checking guests into the facility, and all policies and procedures.

Bartender/Server

May 2008 to February 2011

Bartender restaurant here

- Appropriately suggested menu items.
- Managed closing duties, including restocking items and reconciliation of the cash drawer.
- Demonstrated awareness of liability issues and the law by confirming legal drinking age and discontinuing service to guests when deemed appropriate.
- Interacted with guests in a professional, welcoming, and hospitable manner which increased and sustained guest regulars.
- Checked in deliveries and signed off on shipments received.