

ALEXIS HARTMAN

EDUCATION

Seminole State College of Florida, Sanford, FL
Associate of Arts, Marine Biology, Expected in 05/2025

East River High School, Orlando, FL
High School Diploma, 05/2023

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Payment Processing
- Business Development
- Upselling
- Sales Development

WORK HISTORY

SALES ASSOCIATE 11/2023 to Current
Hot Topic, Orlando, FL

- Minimized wait times for customers during peak hours, maintaining a high level of customer satisfaction.
- Organized racks and shelves to maintain store visual appeal, engage customers, and promote specific merchandise.
- Prepared merchandise for sales floor by pricing or tagging.
- Maintained calm demeanor and professionally managed issues in busy, high-stress situations.
- Provided positive first impressions to welcome existing, new, and potential customers.
- Engaged with customers to build rapport and loyalty.
- Engaged with customers to effectively build rapport and lasting relationships.
- Stocked merchandise, clearly labeling items, and arranging according to size or color.
- Answered customer questions about products and services, helped locate merchandise, and promoted key items.
- Listened to customer needs and desires to identify and recommend optimal products.
- Assisted in training new staff members on company policies, product information, and sales techniques for a seamless onboarding experience.
- Handled cash transactions efficiently while adhering to company cash handling policies, ensuring accuracy in all financial exchanges.

SALES ASSOCIATE 03/2021 to 04/2022

Hot Topic, Joliet, IL

- Collaborated with team members to improve overall store performance, sharing best practices, and offering support as needed.
- Organized in-store promotions and events to increase foot traffic and drive additional sales opportunities.
- Handled cash transactions efficiently while adhering to company cash handling policies, ensuring accuracy in all financial exchanges.
- Provided personalized shopping experiences for repeat customers by remembering their preferences and offering tailored recommendations.
- Organized racks and shelves to maintain store visual appeal, engage customers, and promote specific merchandise.
- Answered customer questions about sizing, accessories, and merchandise care.
- Engaged with customers to build rapport and loyalty.

ACTIVITIES

- theatre
- archery
- sewing