

Rhonda N. Vogler

00000 Hickman Street
Chicago, IL 60606
(123) 123-1234
rnvogler@anymail.com

Career Objective:

To get a job of a jewelry sales associate at "Royal Jewelers," and provide outstanding services to customers by helping them buy precious commodities ranging from rings, bracelets, watches, etc. they dream about.

Summary of Skills:

- Strong knowledge of fine and costume jewelry
- Ability to maintain confidentiality and build customers' trust
- Familiarity with the latest designs and trends in jewelry
- Familiarity with all types of precious stones, gold, platinum, and silver
- Skilled in repairing jeweleries and luxury watches
- Excellent persuasive and customer service skills
- Ready to work in any shift, and on weekends and holidays

Work Experience:

Jewelry Sales Associate
Clear Jewelry Care, Chicago, IL
June 2013 - Present

- Displaying merchandise and promoting materials
- Greeting and advising customers on quality and trends of jewelry
- Explaining cuts, carats, color, and clarity in jewelry and gems to customers
- Providing estimate on repairing luxurious watches and custom jeweleries
- Suggesting jewelry designs to customers suitable for certain occasions
- Preparing bills, providing warranty certificate, wrapping merchandise, making invoices, and collecting payment

Jewelry Sales Associate
Celestial Jewelers, Chicago, IL
March 2012 - May 2013

- Performed minor repairs on jeweleries and watches
- Demonstrated how jewelry and gems look on the body
- Displayed and cleaned cases and ensured they appear appealing to customers
- Checked inventory and provided suggestions on stocking certain items to the store manager
- Performed basic housekeeping work and provided tea/coffee to customers

- Swiped credit and debit card for sold items

Education:

- High School Diploma
St. Jude School, Chicago, IL
2011

Reference:

On request.