**[Entry Level Sales Representative](https://www.postjobfree.com/resume/ad27au/entry-level-sales-washington-dc)**

**Location:**Washington, DC

**Posted:**January 29, 2024

**Contact Info:**

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**Resume:**

Hollie Faulkner

2300 25th Street S #401

hollie.faulkner@icloud.com

Ph: 7037851511

Skills

Social Perceptiveness

Operation Monitoring

Judgment and Decision Making,Reading Comprehension, Administration and Management, Customers Service, Public Safety and Time Management.

Experience

Keefe

Alexandria, VA Commissary Representative May 2019-Current

Recount inmates canteen, check for damage or shortage, note credits back to account, check inmate wrist band, make sure to get signatures and receipts.

Alexandria City Public Schools

Alexandria, VA Aug 2011-Current

Follow safety rules as students board and exit buses or cross streets near bus stops. Maintain order among pupils during trips to ensure safety.

Escort small children across roads and highways.

Maintain knowledge of first-aid procedures.

Prepare and submit reports that may include the number of passengers. Keep bus interiors clean for passengers.

TJ MAXX

Alexandria, VA Sales Representative May 2008-Oct 2011

Use computers for various applications, such as database management or word processing.

Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.

Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.

Create, maintain, and enter information into databases.

Make copies of correspondence or other printed material.

Provide services to customers, such as order placement or account information.

Walgreens

Washington, DC Cashier Dec 2007-Apr 2008

Receive payment by cash, check, credit cards, vouchers, or automatic debits.

Issue receipts, refunds, credits, or change due to customers.

Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

Greet customers entering establishments.

Process merchandise returns and exchanges.

Ross

Alexandria, VA Sales Associate Dec 2006 – Jan 2008

Duties were to maintain the Home Dept. keep area neat and clean, checked for price changes and set up for holiday displays. I also ran the cash register, assisting in various transactions such as cash, credit, check, cashiers checks and refunds. Counted registers before and after shifts and logged all currencies.

Education

Northern Virginia Community College Alexandria Campus

Administrative Assistant Nov 2018 Bookkeeping, accounting, creating documents, operating with Microsoft Word, PowerPoint and Excel and Secretarial duties.

Chamberlain Vocational School Washington, DC

High School Diploma Jun 1997

REFERENCE

Mary Parker-Lamm Deputy Director 7035487500

Tanika Coleman Administrative 2026635000

Sylvester Peterson Driver 2023084588