

# SARA ROSAS RIVERA

## CONTACT

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## SKILLS

- Efficiently adapted to new technologies and work environments
- Flexible in response to changing project needs
- Quick learners of new software and processes
- Maintained strong client relations
- Promoted a collaborative work environment
- Proficient in: PowerPoint, Canva, Word, Excel, and CodePen

## EDUCATION

DEC in Entrepreneurship and small business management

### Champlain College

2022 - ongoing  
900 Rue Riverside, Saint-Lambert, QC, J4P 3P2

#### Relevant courses:

- Business communications for entrepreneurs
- Consumer behavior for entrepreneurs
- Fundamentals of direct selling
- Negotiation skills for entrepreneurs
- Integrated marketing communications
- Incubator 2: AI

## LANGUAGES

SPOKEN AND WRITTEN

English : Advanced  
French : Advanced  
Spanish : Advanced

## PROFILE

Experienced and driven Sales Representative with proven track record of exceeding goals and increasing sales volume and company presence.

## WORK EXPERIENCE

### Sales Associate, Retail

Dynamite 2024- Present

- Close sales with a weekly goal of \$4000
- Help an average of 40 customers per day in finding, or selecting items and providing recommendations
- Aided Spanish speaking customers, increasing repeating customers
- Maintain accurate and attractive merchandise displays, ensuring strategic placement of products in order to maximize purchases

### Sales Associate, Jewerly

EVRY Jewel 2023-2024

- Welcomed customers with a friendly demeanor and provided advice and knowledge on a variety of jewerly options
- Delivered exceptional customer service, guided customers throughout the purchasing process to ensure their needs were met
- Contributed to the store sales target, being the sales representative with most sales 2 consecutively months
- Built a relationship with clients to ensure loyalty

### Sales Associate/Shift Supervisor

Univers Toutou 2021-2022

- Handled online purchases, and answered emails. Responsible for calling back customers and ensuring they receive a good customer service
- Supervised daily operations of the store, including opening and closing procedures and cash handlings
- Helped training new employees and actively gave feedback to improve performance
- Monitored inventory and coordinated orders to meet customers demand