

# CATHERINE HARRISON

Belleville, Ontario

613-920-xxxx  
charrison@email.ca

## HIGHLIGHT OF SKILLS

- Eight years' sales experience
- Friendly and professional demeanor
- Takes the initiative
- Strong computer skills and familiar with P.O.S. systems
- Always provides prompt and courteous service
- Excellent organizational skills
- WHMIS trained and safety oriented

## EXPERIENCE

### *Sales*

- Processed cash/debit/credit card payments
- Responsible for weekly restocking and labeling of store merchandise
- Assisted customers with general inquires & product location
- Ensured that store's merchandise shelves & displays were correct and organized
- Trained employees and achieved significant improvements in their productivity
- Recorded and maintained sales and delivery information on daily sales and delivery records
- Kept record of sales, prepared inventory of stock, and ordered merchandise
- Provided customer service to various demographic groups
- Communicated efficiently with store administration and fellow workers to ensure a healthy and safe work environment

## EMPLOYMENT

Sales Associate - First Fashions, Belleville, Ontario	2016-Present
Key Holder/Sales - Bellevegas Fashion Inc., Belleville, Ontario	2011-2016
Cashier - Food Market, Trenton, Ontario	2008-2011

## COMMUNITY SERVICES

Fundraiser - Heart & Stroke Big Bike, Belleville, Ontario	2016, 2017
Paws for Life, Belleville, Ontario	2014-2019

## EDUCATION & TRAINING

CPR/ AED / First Aid Level "C"	2018
Service Excellence - Belleville, Ontario	2016
O.S.S.D. - Centennial Secondary School, Belleville, Ontario	2008

REFERENCES AVAILABLE UPON REQUEST