

# Kaylee Martinez

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Sales Associate

## SUMMARY

Seeking a position that will allow me to utilize my skills and experience to grow and expand the company.

## SKILLS

Operations: Sales, Communications, Management, Human Resources

Accounting & Bookkeeping: Cash, Databases

Customer Service: Clear Communications, Filing

Office Softwares: Jenzabar, Word, Powerpoint, Excel

## WORK EXPERIENCES

**2017-10-01 to current**

### **Sales Associate**

**Bath** Lehigh Valley, PA

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Achieving established goals.
- Directing customers to merchandise within the store.
- Increasing in store sales.
- Maintaining an orderly appearance throughout the sales floor.
- Introducing promotions and opportunities to customers.

**2014-08-01 to current**

### **Institutional Advancement Assistan**

**Cedar Crest College** Allentown, PA

- Prepare and distribute mass mailings.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Creating, maintaining, and entering information into databases.

## EDUCATION

**2014-08-01 to current**

**Cedar Crest College** Allentown, PA

Business Administration|Bachelor of Science

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## AWARDS & HONORS

Dean's List, Cedar Crest College

## ADDITIONS

Member of Society for Human Resources and Management  
4 Year Collegiate Athlete, Volleyball and Softball, 2014-2018  
Voted Nation's Toughest Out by Hero Sports, 2016  
3 Time All-Conference Honors, 2014-2017  
Defensive MVP, 2016