**Professional Profile**

Describe your experience as it relates to the job you are applying to- **This is an area you might have to change for every job application.** Look at the **Requirements** of the job, and detail any experience you have of the listed requirements.

For example, if the job lists *“2 Years of customer-facing retail sales experience”*, and you have that or more, list something like “Over 2 years of customer-facing retail sales experience. Make it easy for the recruiter to see where you match for the role.

**Nordstroms
Retails Sales Associate- Lead
April 2021- current**

Worked as part of a 20-member sales team at one of Nordstrom’s busiest Seattle stores. (Numbers and locations provide scope of role)

* Served customers, helped them find the right apparel choices. Typically helped aver 100 customers per day. (Basic job details, scope around how busy you were)
* Refolded and returned apparel to display area.
* Worked the POS system. (additional training\skills obtained)
* Designed seasonal clothing and other apparel displays. (Additional training\skills obtained
* Promoted to team lead after 1 year. (Promotions\ business recognition\management experience)

**Green River College
May 2022- current**

Employed as a Work Study student, working with other students and Financial Aid professionals, helping thousands of Green River College students get their financial aid plans completed.

* Worked providing direct customer service for students and members of the community.
* Answered basic financial aid questions, and assisted with completing required forms.
* Met with over 50 people per day.
* Trained on multiple financial and student data software tools, including: CTC Link, FinAid Plus,

**Education and Training**

**Green River College- Auburn, WA**

List your degree or certificate, and either date of completion, or expected date of completion

**Also list tools you have experience using**

* **Point of Sales and Cashiering**
* **Student Data tracking software**
* **Inventory software**
* **Microsoft Office**

**Any other training or tools? List them!**

**Group affiliations (BIPOC groups or professional organizations, veterans groups, LGBTQ groups)**

**Professional Certifications**

**Affinity groups (JAVA coders, Nursing groups, Hiking, Conservation)**