




# TAYLOR MOONEY

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<https://taylormooneyprofessionalportfolio.wordpress.com/>

## PROFESSIONAL SUMMARY

Experienced Sales Advisor knowledgeable about fashion trends and skilled at connecting customers with solutions. Adept at listening to needs and conveying information a personable way. Ready to take on new professional challenges by leveraging sales and service expertise developed over 7 years in retail.

## SKILLS

- Knowledgeable in Microsoft Word and Windows
- Staff education and training
- Sales experience
- Relationship building and management
- Customer service
- Quick learner
- Good listening skills

## EDUCATION

**Texas State University**  
San Marcos, TX • Expected in 08/2019

**Bachelor of Science:** Journalism

## WORK HISTORY

### **H&M - Sales Advisor**

*San Marcos, TX • 06/2017 - 07/2019*

- Help with training new employees.
- 'Conscious Captain' in charge of encouraging the employees to recycle.
- Process new merchandise, such as hanging, folding and placing on the floor.
- Garment care and sort clothing in fitting room to be put back on the floor.
- Retain a deep knowledge of available merchandise and its location in the store.
- Answer customers' questions about merchandise and advise customers on merchandise selection.

### **Happy K9 Self-Serve Dog Wash & Grooming - Store Front Cashier/Dog Washer**

*Fort Worth, TX • 05/2015 - 01/2016*

- Do facility laundry and clean, organize, maintain and disinfect animal quarters, such as kennels, tables, floors, grooming tools and other equipment.
- Perform animal grooming duties such as bathing, brushing, clipping nails, lightly trimming paw pads, sanitary cleaning, and cleaning ears.
- Answer telephone, schedule appointments and discuss with clients their pets' grooming needs.
- Open and close register.

### **Victoria's Secret - Sales Associate**

*Fort Worth, TX • 11/2013 - 08/2014*

- Employee of the month for the month of September.
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.

- Help customers try on and fit merchandise.
- Place special orders or call other stores to find the customers desired item.
- Itemized and totaled customer's merchandise selection at checkout counter, using cash register and accepted cash or credit card for purchases.

**Stein Mart Inc. - Sales Associate**

*Fort Worth, TX • 05/2012 - 08/2012*

- Greet customers and establish a connection in order to better take care of their wants and needs.
- Describe merchandise details and usage along with how to care for the merchandise, if needed.
- Recommend, select, and help locate or obtain merchandise based on the customers' needs and desires.
- Compute sales prices, total purchases and receive and process cash and credit payments.

**ACCOMPLISHMENTS**

- Dean's list Fall 2018