

Vincenza C

dedicated, creative, multi-tasker, quick learner

Vaughan, ON

veeceedesigns@gmail.com

+1 416 347 4600

Summary

Detail-oriented and target-driven Sales Representative and Showroom Administrator with 10+ years of experience in sales and enthusiastic about implementing advanced marketing strategies to increase revenue. Passionate employee encouraging team members to increase sales, improve customer service, and advance company objectives. Equipped with strong problem-solving skills and adept at sales management, inventory management, and Microsoft Office Suite.

Work Experience

Scheduling Coordinator / Sales Representative / Administrator

Weston flooring Ltd.

August 2017 to Present

- Providing excellent customer service and assisted customer, contractors, builders and designers with any flooring needs.
- Giving consultations to home owners to help make their flooring vision come a reality.
- Completion sales orders, calculating quantities of material, scheduling deliveries for clients.
- Responsible for ordering all hardwood material and scheduling the shipments for home builders.

Assistant Store Manager

Structube - Vaughan, ON

2014 to 2017

- Providing excellent customer service and assist customers with their home décor needs.
- Managing and staging the showroom in a fashion to maximize visual appeal, delegating tasks to associate in assembling furniture and furniture placement.
- Well organized in keeping track of orders, booking deliveries, and inventory control.

Sales Associate/Key holder

Mexx - Thornhill, ON

October 2011 to January 2014

- Providing excellent customer service and assisted customers with their needs in clothing apparel.
- Demonstrated skills in increasing sales, merchandising, and setting up weekly promotions.
- Operating the cash register and accountable for opening and closing of the store.

Showroom Coordinator / Decorator

Hunter Douglas Gallery - Vaughan, ON

2009 to 2011

- Managed office administrative duties such as, payroll, invoicing, and marketing material.
- Implemented a tracking system for purchased items and booked appointments for installation.

- Used my expertise in colour trends and functionality for window coverings, custom drapery, and decorative hardware and accessories for clients.

Education

Certificate with Honours in Make-up Artistry and Cosmetic Sales

Humber College Institute of Technology & Advanced Learning - Etobicoke, ON

Diploma with Honours in Interior Decorating

Humber College Institute of Technology & Advanced Learning - Etobicoke, ON

Certificate in Advanced Digital Graphic Design

Humber College Institute of Technology & Advanced Learning - Etobicoke, ON

Skills

- Construction estimating
- Data entry
- Organizational skills
- Sales
- scheduling
- showroom management
- Customer service
- Communication skills
- Time management
- designing skills
- Planning and coordinating
- Sales administration
- Colour Specialist
- Interior stylist

Certifications and Licenses

Window Fashion Sales Representative, Colour Specialist

Present

Sales Representative , Professional Window Covering Sales and Customer Service

Present

Additional Information

- Micro-soft Word Programs 2023.

- Sage accounting Program 2023.
- Manual drafting and AutoCAD 2008/2009,2010/2011.
- Knowledge in Adobe Photoshop, Illustrator and Indesign 2013/2015