

Philip Blake
3812 W. Center Street
Milwaukee, WI. 53210

Objective

Ambitious goal oriented individual seeking a challenging position within your organization.

Experience

Philip's Apparel
Proprietor

Milwaukee, WI.
1995 to Present

- ♦ Sold men and women's clothing.
- ♦ Advised customers about new styles and the appropriateness of garments for particular occasions.
- ♦ Answered questions about fabric, design and the quality of garment.
- ♦ Measured customers to determine garment size required and marked garment for alterations.
- ♦ Selected standard-size garments nearest to customer's measurements.
- ♦ Sold merchandise to individuals in store.
- ♦ Greeted customers on sales floor and ascertained make, type and quality of merchandise desired.
- ♦ Displayed merchandise, suggested selections that met customers' needs and emphasized selling points of article.
- ♦ Supervised employees, scheduled work hours, resolved conflicts, determined salaries.
- ♦ Prepared sales slips and sales contracts.
- ♦ Executed daily operations of business.
- ♦ Received payments and obtained credit authorizations.
- ♦ Wrapped merchandise for customers.
- ♦ Altered clothing to fit individual customers and repaired defective garments following alteration and repair tags and marks on garments.
- ♦ Removed stitches from garments, using ripper and razor blade.
- ♦ Examined tags and garments to ascertain necessary alterations.
- ♦ Shortened and lengthened sleeves and legs.
- ♦ Expanded and narrowed waist and chest.
- ♦ Raised and lowered collar.
- ♦ Resewed garments, using needle and thread and sewing machine.

Paulette's Variety
Sales Clerk

Milwaukee, WI.
1995 to 2000

- ♦ Obtained and received merchandise, totaled bills, accepted payments and made change for customers in retail store.
 - ♦ Stocked shelves, counters, and tables with merchandise.
 - ♦ Set up advertising displays and arranged merchandise on counters and tables to promote sales.
 - ♦ Stamped, marked, and tagged price on merchandise.
 - ♦ Obtained merchandise requested by customers.
 - ♦ Received merchandise selected by customers.
 - ♦ Answered customers' questions concerning location, price and use of merchandise.
 - ♦ Totaled price and tax on merchandise purchased by customers, using cash register, and calculator.
 - ♦ Accepted payments and made change.
 - ♦ Wrapped and bagged merchandise for customers.
 - ♦ Cleaned shelves, counters, and tables.
 - ♦ Removed and recorded amount of cash in register at end of shift.
 - ♦ Calculated sales discount to determine price.
 - ♦ Kept record of sales, prepared inventory of stock, and ordered merchandise.
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Philip Blake

Milwaukee Journal Company
Collector

Milwaukee, WI.
1989 to 2000

- ♦ Delivered and sold newspapers to subscribers along prescribed route and collected money periodically.
- ♦ Kept records of accounts.
- ♦ Contacted prospective subscribers along route to solicit subscriptions.
- ♦ Drove truck or automobile over prescribed route to deliver newspapers to wholesale newspaper dealers and to bus, airline, and express stations for shipment.
- ♦ Loaded newspapers onto vehicle.
- ♦ Reviewed list of dealers, customers, and station drops for change in deliveries.
- ♦ Kept records of deliveries made.
- ♦ Collected payment for newspaper deliveries from customers.

Education

Hamilton High School
High School Diploma

Milwaukee, WI.

Milwaukee Area Technical College
Alterationist Certificate

Milwaukee, WI.

References

Available upon request