



Monica Lemus

Administrative Assistant and Sales Rep.

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Languages

French (Basic)

English (Native)

Spanish (Native)

About

With a strong background in retail, I excel in customer service, client building, and order fulfilment. My experience as an Executive Admin. Assistant, honed my skills in client relationship-building and innovative sales strategies. Primary languages: English, Spanish, and beginner in French.

BRANDS WORKED WITH

Bloomingdales

Macy's

Pacific Hardwood Flooring

JCPenney

Experience



● Administrative Assistant & Sales Specialist

Pacific Hardwood Flooring | Sep 2019 - Aug 2022

Administrative duties such as creating invoices, installation proposals, scheduling meetings and deliveries, directing incoming and outgoing orders, point of contact, accounting, payroll, and proactively improving organizational skills. Independently worked as a sales representative in the showroom, providing an educational experience, as well as excellent customer service. Creating professional relationships with designers, architects, developers and high-profile clients. Finding innovative ways to grow our client list. Reviewed architectural plans to create bids to prospective clients and provide interior design-build objectives.



● Fulfillment / Sales

Macy's | Jun 2015 - Sep 2019

Worked within the fulfillment (Omni Services) team. Handling incoming and outgoing online orders, inventory, loss prevention, and resolving any issues in-store or online. Replenishing the sales floor and checking-out guests at the register while providing a stellar shopping experience.

● Fulfilment / Sales

Bloomingdales | Nov 2015 - Aug 2018

Handling incoming and outgoing online orders, inventory, and resolving any issues in-store or online. Replenishing the sales floor and assisting guests at the register while providing a stellar shopping experience. Built relationships with new and returning clients to grow our clientele.

Education & Training

2023 - 2026

● London South Bank University

BA(Hons) Architecture,

2022 - 2023

● Mt. San Antonio College

Foundational Skills inArchitecture Certificate,

2015

● El Rancho High School

Diploma,