

NADERIA CHERRY

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OBJECTIVE

A result client services professional with experience in client relations and marketing. Excellent sales skills include through product knowledge, and the ability to convey all pertinent facts to customers. Staff resulting in increased productivity and profitability. Background encompasses the ability to establish and build positive relationships with clients, in all levels of management.

EDUCATIONAL

1993-1997 **WESTSIDE HIGH SCHOOL** **New York, NY**
Academic Diploma

PROFESSIONAL EXPERIENCE

PRESENT **COLORADO BAGGAGE** **Lone Tree CO**
Sales Professional High End Luggage

- Top sales associate within my store and company.
- Responsible for building a successful business by communicating and networking with clients.
- Strong ability to work under pressure and time constraints.

2000-2010 **ECONOMY INSURANCE AGENCY** **Bronx, NY**
Receptionist/Administrative Assistant

- Administered services including faxing, photocopying, and mail distribution. Greeted and assisted visitors.
- Directed and screened incoming telephone calls and managed confidential correspondence.
- Scheduled appointments and made travel itineraries for senior staff.

2007-2010 **ARDOR REAL ESTATE** **New York, NY**
Leasing Assistant

- Answered telephone and email inquiries from clients regarding different listings had clients fill out registration forms.
- Scheduled appointments and went with broker to show properties.
- Contacted landlords on varies properties and advertised upcoming new listings.

References upon Request

