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| A person taking a selfie  Description automatically generated | |  | Leslie Little ExperienceApril 2023 - June 2024 Service Writer **•** SVG Chevrolet  Assisted customers by writing up repairs, follow up and sell, price repairs, create newspaper advertisement and coupon flyers. May 2019 - October 2020 (Store Closing) Manager **•** Elizabeth Diamond Company  20 Aug 2014 - May 2019 Assistant Manager **•** Kay Jewelers  Developed and implemented office policies and procedures to improve office efficiency and reduce costs. Maintained sales standards with proven sales volume. EducationFull Sail University - June 2024 3.65 GPABachelor of Fine Arts in Creative Writing Full Sail University - Exp. Grad Date September 2025 4.0 GPA  **Master of Science in Entertainment Business** Communication As a sales manager, I have honed my communication skills through management, vendors and client relationships. I have experience in creating and delivering sales ads, newspaper flyers, and special event flyers. I have built my professional skills through business correspondence, effective communication with employees and upper management. Leadership I have demonstrated strong leadership skills through managing a team of strong sales associates and supervising daily sales operations. I have experience in providing guidance and support to sales associates, setting sales performance expectations and providing feedback and assistance to help build moral and addressing issues as they arise. |
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| Objective Sales manager with 3 years of experience in creative writing, SEO optimization, editing, proofreading, and advertising seeking a challenging opportunity to display my creative skills. | |  |