

Adrian Grijalva

Lesson 3 - Professionalism

I did need to change my email address, my new professional joint address is agrijalvaruiz@gmail.com. I did not need to change my voicemail, for it is fine. Three more examples of professionalism that I have learned over the years of being a retail sales assistant manager are. One, following policy, it takes time to understand company policies and guidelines. Two, being responsible. Managers and executives need to be reliable and responsible, demonstrating this makes a good impression for promotions. Finally, cooperating. Your teammates come to rely on you because of your skills, being there to assist your co-workers while maintaining your own workload is the sign of a professional.