

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Sales Associate - Company / Location

*2021 to present*

- Conducted client meetings regularly to find products that match their needs.
- Operated the cash register and balanced the till at the end of every work shift.
- Carried out miscellaneous administrative roles throughout the office.
- Offered product support to clients when necessary.
- Surveyed purchasing habits with a focus on customer motivation.

### Correspondent Representative - Company / Location

*2020 to 2021*

- Recruited sales associates by completing cold calls.
- Created promotional materials for the marketing department.
- Kept close notes of every meeting and assembly that took place.
- Conducted market research on competing companies and services.
- Worked with team leaders to create a schedule and monthly plan.

### Project Experience

- **Market Segmentation Project:** conducted surveys on a variety of customer demographics.
- **Volunteer for Habitat for Humanity:** organized schedules and created timelines.
- **Organizer for Feeding America:** initiated several processes to streamline workflow.

## Education

### Bachelor's Degree in Business - Kean University

#### DEPARTMENT - SCHOOL

*May 2009*

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Data analysis skills
- Critical thinking and brainstorming skills
- Creating business flow diagrams
- Experienced with Microsoft Word, Excel, and PowerPoint
- Knowledge of business operations
- Proficient with SAP technology

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Intermediate Programming course (Coursera)
- Probability and Statistics course (Khan Academy)
- Applied Econometrics course (Massachusetts Institute of Technology)