

# NAME

TITLE

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

## Profile

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## Experience

### Sales Representative - Company / Location

MONTH YEAR - Present

- **Job Description:** Served as a pharmaceutical sales representative managing over 20 organizations and working with over 50 clients daily.
- **Outcomes:** Provided revenue of \$100,000 in my first year and \$250,000 in my second year and developed customer relationships with over 100 physicians.
- **Additional Competencies:** Coordinated with sales and marketing team leaders to assess products and provide customer-curated solutions.
- **Other:** Exceeded sales growth by over 20% each quarter and mentored other sales representatives.

### Data Entry - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Entered data in Fluix, FastField, and Replibly platforms with over 500 entries a day, communicated with customers, and answered questions about pricing and products.
- **Outcomes:** Entered data with 100% accuracy and worked with over 100 clients.
- **Additional Competencies:** Coordinated with other departments to help fulfill customer requests and develop a protocol for fielding calls.
- **Other:** Created a new protocol for fielding calls that contributed to a 34% rise in efficiency.

### Project Experience

- **Volunteer:** Served as a volunteer for a local soup kitchen, communicating with patrons and helping to meet their needs.
- **Resume Writer:** Worked as a freelance resume editor and writer for over 100 clients.
- **Office Assistant:** Worked as a university student office assistant, greeting visitors, handling requests, and filing paperwork for course credit.

## Education

### Bachelor’s Degree in Communications - University of New Hampshire

MONTH YEAR

- GPA: 3.98
- AWARD
- AWARD

### Minor in Sales - SCHOOL

MONTH YEAR

- GPA: 4.0
- AWARD
- AWARD

## Skills

### Expertise

- Software Applications
- Customer Service and Communication
- Organization
- Flexibility
- Cyber-security

## Licenses & Accreditations

### Licenses & Accreditations

- Certified Pharmacy Technician
- Certified Customer Service Representative
- International Accredited Business Accountant