

# NAME

TITLE

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

## Profile

To secure an entry-level Sales Coordinator position where I can utilize my strong communication skills, customer service experience, and ability to work collaboratively with other teams to support the organization's sales efforts.

## Experience

### Receptionist - Company / Location

MONTH YEAR - Present

- Welcomed visitors, ensuring a positive and professional first impression.
- Answered and directed incoming calls, taking accurate messages and transferring calls to the appropriate staff.
- Scheduled and coordinated appointments, meetings, and conference room bookings.
- Managed the reception area, ensuring cleanliness and tidiness.
- Sorted and distributed incoming mail and packages to the relevant departments.

### Event Coordinator - Company / Location

MONTH YEAR – MONTH YEAR

- Worked helping to organize events.
- Demonstrated organizational and communication skills.
- Made professional connections.
- Estimated costs and created budgets.
- Addressed all issues that arose during planned events.

### Project Experience

- **Managed a sales campaign:** Coordinated with cross-functional teams, including marketing and product development, to create a targeted campaign. Developed a project plan, timeline, and budget to execute the campaign.
- **Led a project to implement a new CRM system:** Worked with IT and sales team members to gather requirements, evaluate vendors, and configure the system to meet business needs. Developed training materials and conducted training sessions for sales team members to ensure the successful adoption of the new system.

## Education

### Masters in Business - University of Pennsylvania

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

### Bachelor's degree in Sales and Marketing - Indiana University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Ability to communicate
- Sales skills
- Project management skills
- Attention to detail
- Understands technology

## Licenses & Accreditations

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- Project Management Professional (PMP) Certification Program
- Certified Professional Sales Person (CPSP)
- Certified Sales Professional (CSP)