

NAME

TITLE

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

Profile

To obtain an entry-level sales representative position where I can utilize my customer service and sales skills to drive revenue and exceed company goals.

Experience

**Sales Associate** - Valley Spring Company/ Location

*Summer 2020*

- Assisted sales team with lead generation and prospecting.
- Participated in customer outreach and relationship building.
- Helped develop and implement sales and marketing strategies.
- Met and exceeded sales goals through effective customer engagement and upselling.
- Introduced promotions and new products to customers.

**Customer Service Representative** - Valley Spring Company/ Location

*2018-2020*

- Provided excellent customer service and support to clients.
- Processed orders and handled customer inquiries and complaints.
- Collaborated with the sales team to ensure customer satisfaction and revenue growth.
- Listened to concerns, issues and questions from customers.
- Opened new accounts for clients.

**Project Experience**

- Created a list of products to be promoted and discounted.

Education

**Bachelor of Business Administration in Sales and Marketing** -

Valley Spring University

*May 2021*

- Sales Management, Consumer Behavior, Advertising and Promotion, Business Ethics

**DEPARTMENT - SCHOOL**

*May 2009*

- GPA: LIST
- AWARD
- AWARD

Skills

**Expertise**

- Excellent communication and interpersonal skills.
- Ability to build relationships with customers and work collaboratively with team members.
- Strong sales skills, including prospecting, lead generation, and closing deals.
- Experience in customer service and ability to meet and exceed customer expectations.
- Knowledge of sales and marketing strategies and tactics.

Licenses &  
Accreditations

**Licenses Licenses & Accreditations**

- Sales Management, Consumer Behavior, Advertising and Promotion, Business Ethics