

NAME

TITLE

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

Profile

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Experience

Junior Sales Representative - Company / Location

September 2022 – Ongoing

- Researched and learned about the company's range of products thoroughly and updated my knowledge periodically when new items are released.
- Performed calls, visits, and sales presentations to generate leads, drive sales, and win new clients through the promotion of the company's products and services.
- Responded to client inquiries whether on the phone or in person, and provided quality service to associates and business partners.
- Met and exceeded sales goals on performance reviews and was consistently awarded for performance and diligence on the job.
- Prepared weekly and monthly sales reports, and presented them to senior sales representatives and the account manager.

Sales Representative Intern - Company / Location

June 2021 – August 2022

- Worked closely with staff members under the sales manager to complete all assigned tasks
- Conducted market research and gathered valuable information by surveying employees and clients.
- Observed multiple sales pitches and carried out sale processes under the supervision of assigned staff members and the sales manager.
- Handled the schedule for sales calls through communication with clients and attended most of them to widen my experience in sales.
- Attended and participated in business meetings, exhibitions, events, and workshops, and was commended by staff members for active participation.

Project Experience

- Prepared a simple list of special discounts and commonly sold products to make it easier for co-workers to memorize them
- Contributed to a grand project to update response scripts targeting complaint resolution, which helped in improving customer satisfaction and facilitated the entire process by 30%

Education

High School Diploma - Denver South High School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Customer service
- Product knowledge
- Persuasion
- Interpersonal skills and building rapport with clients
- Eager to learn

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Professional Sales Person (CPSP)
- Commended by superiors during my internship
- Successful track record of achieving sales target