

# NAME

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

## Profile

Seeking a challenging sales coordinator role to utilize and further develop my skills in sales strategy, team management, and client engagement.

## Experience

### Senior Sales Representative - Company / Location

MONTH YEAR - Present

- Was responsible for generating new leads and closing sales deals in a competitive market.
- Built and maintained relationships with customers.
- Identified and acted on new leads that benefited the business.
- Engaged in project negotiation.
- Helped align sales efforts with overall company objectives.

### Trade Show Coordinator - Company / Location

MONTH YEAR – MONTH YEAR

- Managed logistics for trade show events, including booth setup, staff scheduling, and promotional materials.
- Worked closely with exhibitors, ensuring they have all the information and resources they need for successful participation.
- Developed marketing strategies to attract attendees and promote the trade show.
- Oversaw all on-site activities.
- Focused on creating a positive experience for trade show attendees.

### Project Experience

- **Sales Campaign Management:** Successfully led a sales campaign for a new product launch, coordinating with cross-functional teams to develop sales materials and tactics, identifying target audiences, and analyzing data to measure campaign success.
- **Sales Team Training and Development:** Developed and executed a training program for new [sales representatives](#), including onboarding materials, product training, and sales techniques.
- **Sales Process Improvement:** Streamlined the sales process by identifying bottlenecks and inefficiencies, implementing new tools and technologies, and working with sales team members to improve communication and collaboration.

## Education

### Master of Science - Purdue University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

### Bachelor of Business Administration in Marketing - University of Texas

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Sales skills
- Communication skills
- Analytical ability
- Comfortable with technology
- Organized and attentive to detail

## Licenses & Accreditations

### Licenses & Accreditations

- HubSpot Inbound Sales Certification
- Dale Carnegie Sales Training
- Certified Professional Salesperson (CPS)