

## John Smith

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**Objective:** Interested in a position of a Car Sales Manager with a leading car dealership, where I can implement my expertise and knowledge in the car sales domain.

### Summary of Qualifications:

- Great negotiating skills & sales skills
- Great customer service & communication skills.
- Ability to gain customer confidence in the shortest span of time and build customer relations.
- Ability to assess every different customers' needs.
- Ability to think out of the box in critical situations.
- Indepth knowledge of the car sales domain & auto industry.
- Able to effectively meet monthly/quarterly/annual sales goals.

**Experience:** GPL Car Dealership New York  
*Car Sales Manager* 3/3/2009 to Present

- Managed and coordinated daily/weekly/monthly car sales activities.
- Directed staffing, training and performance evaluations in order to develop and control sales program at the car dealership.
- Coordinated sales distribution by establishing sales territories, quotas and goals.
- Advised dealers, distributors and clients concerning sales and advertising techniques.
- Analyzed sales statistics in order to formulate policy and to assist dealers in promoting sales.
- Reviewed market analyses in order to determine customer needs, volume potential, price schedules and discount rates.
- Developed sales campaigns in order to accommodate goals of company.
- Directed product simplification and standardization to eliminate unprofitable items from sales line.
- Represented company at trade association meetings to promote product.
- Coordinated liaison between sales department and other sales-related units.
- Analyzed and controlled expenditures of division in order to conform to budgetary requirements.
- Assisted other departments within establishment to prepare manuals

and technical publications.

- Prepared periodic sales report showing sales volume and potential sales.
- Directed sales for manufacturer, retail store, wholesale house and other establishment.
- Directed product research and development.
- Recommended and approved budget, expenditures, appropriations for research and development work.

ABC Automobile Dealership New York  
*Car Sales Representative* 3/3/2006 to 3/3/2009

- Sold motor vehicles, such as cars, pickup trucks, vans, SUV's & tractors to customers who visited the dealership.
- Sold parts and supplies, such as batteries, tires, motors, chassis parts, tools, equipment and lubricants customers
- Conferred with dealer and reviewed sales records to determine number of vehicles to order.
- Advised customers about the new models and assisted the customer in determining which vehicle is suitable to their needs.
- Sold extended warranties, service contracts for vehicles bought at the dealer ship.
- Compiled lists of prospective customers for use as sales leads, based on information from newspapers, business directories and other sources.
- Trained new joinee sales representatives.
- Traveled throughout assigned territory to call on regular and prospective customers and to solicit orders.
- Quoted prices and credit terms and prepared sales contracts for orders obtained.
- Estimated date of delivery to customer, based on knowledge of own firm's production and delivery schedules.
- Prepared reports of business transactions and kept expense accounts.

**Education:** Your School School Location  
 Your Degree

**References:** Available upon request