

## John Smith

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New York  
999-999-9999  
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**Objective:** Interested in the position of Computer Sales Representative with a leading Computer Dealership, where I can put to use my marketing & customer service skills to practice.

### Summary of Qualification:

- 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.
- In-depth knowledge of the computer sales
- Able to effectively meet sales goals.

### Experience:

GPL Computer Store New York  
**Comuter Sales Specialist** 3/3/2009 to Present

- Managed sales promotional activities to promote sales to existing clients.
- Responsible for identifying and checking goods and services provided to customers
- Solved technical problems and customer complaints in regards with equipment supplied.
- Provided after sales support to customers.
- Provided customers with estimates on installation charges and charges for equipment maintenance and service
- Responsible for delivering sales product to the concerned customer
- Managed the tasks of creating and maintaining reports like technical administration reports, certifications and computer and equipment sales report
- Worked with commercial sales team to provide quotations and timelines

GPL Computer Store New York  
**Computer Sales Representative** 3/3/2007 to 3/3/2009

- Sold computers and electronic data processing systems to business and industrial establishments.
- Compiled lists of prospective customers for use as sales leads, based on information from newspapers, business directories and other sources.
- Traveled throughout assigned territory to call on regular and prospective customers

- and to solicit orders.
- Quoted prices and credit terms.
  - Prepared sales contracts for orders obtained.
  - Trained new hire sales representatives.
  - Prepared reports of business transactions and kept expense accounts.
  - Analyzed customer's needs and recommended computer systems that best met customer's requirements.
  - Emphasized salable features, such as flexibility, cost, capacity and economy of operation.
  - Consulted with staff engineers on highly technical problems.

**Education:**

State University of New York  
**Bachelors Degree in Marketing**

New York  
2007

Sunny Dale High School  
**High School Diploma**

New York  
2003

**References:** Available upon request