

John Smith
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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