

Cathy Smith
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Objective: Interested in a career as a field representative with a leading sales corporation.

Key Skills:

- 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.
- Able to effectively meet sales goals

Experience: GPL Sales Corporation New York
Field Representative 3/3/2007 to Present

- Reviewed and evaluated program operations of state affiliated social service agencies to provide assistance and services in achieving goals.
- Interpreted standards and program goals of agencies to assist local boards, committees and groups in establishing program goals and standards.
- Conferred with community councils to advise members on matters relating to program.
- Evaluated capabilities of agencies to achieve goals, considering such factors as administration and program finances, facilities, personnel staffing and changing community needs.
- Prepared reports to inform national and state agencies on conditions in local agencies and organizations and developing trends in local communities.
- Organized and conducted training and staff development programs.
- Organized regional meetings.
- Planned and conducted studies and surveys of local agency operations.
- Assisted communities in establishing new local affiliates and programs.
- Conferred with field representatives of other national agencies.

Education: State University of New York New York
Bachelors Degree in Marketing 2007

References: Available upon request