

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:

<i>GPL Sales Corporation</i>	<i>New York</i>
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:

<i>State University of New York</i>	<i>New York</i>
Bachelors Degree in Marketing	2007

References: Available upon request