

## **Cathy Smith**

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new York  
999-999-9999  
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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