

Your Name

Your Street
Your City
Your Home Phone

Objective: An interesting position with a growing company

Highlights:

- 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:

ABC Media Corp.

New York

Media Sales Representative

3/3/2007 to Present

- Sold classified and display advertising space.
- Prepared lists of prospects from leads and old accounts.
- Obtained pertinent information concerning prospect's past and current advertising for use in sales presentations.
- Visited advertisers to point out advantages of own publication.
- Exhibited prepared layouts with mats and copies with headings.
- Collected payments due.
- Responsible for giving sales presentations and generating RFP for the client.
- Responsible for providing clients with detailed presentations and proposals.
- Participated in meetings and seminars with sales manager.
- Assisted with creating a sales strategy.
- Generating reports on sales and sales leads.
- Responsible for maintaining accounts records for an online media project

Education:

State University of New York

New York

Bachelors Degree in Advertising

2007

References: Available upon request