

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