

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