

Jeff Bingam

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Objective: Interested in the position of a sales executive with a leading sales firm.

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>XYZ Sales Corporation</i>	<i>New York</i>
Sales Executive	3/3/2007 to Present

- ♦ Checked stock levels and reordered merchandise as necessary.
- ♦ Trained customers' employees to operate and maintain new equipment.
- ♦ Planned, assembled and stocked product displays in retail stores, and made recommendations to retailers regarding product displays, promotional programs and advertising.
- ♦ Performed administrative duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports.
- ♦ Obtained credit information about prospective customers.
- ♦ Consulted with clients after sales and contracted signings in order to resolve problems and to provide ongoing support.
- ♦ Bought products from manufacturers and brokerage firms, and distributed them to wholesale and retail clients.
- ♦ Recommended products to customers, based on customers' needs and interests.
- ♦ Provided customers with product samples and catalogs.
- ♦ Estimated and quoted prices, credit and contract terms, warranties, and delivery dates.
- ♦ Answered customers' questions about products, prices, availability, product uses, and credit terms.
- ♦ Negotiated with retail merchants to improve product exposure such as shelf positioning and advertising.
- ♦ Prepared drawings, estimates, and bids that met specific customer needs.
- ♦ Contacted regular and prospective customers to demonstrate products, explain product features, and solicit orders.

- ◇ Forwarded orders to manufacturers.
- ◇ Identified prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- ◇ Monitored market conditions, product innovations, and competitors' products, prices, and sales.
- ◇ Negotiated details of contracts and payments, and prepared sales contracts and order forms.
- ◇ Arranged and directed delivery and installation of products and equipment.

Education: *State University of New York* *New York*
 Bachelors Degree in Marketing *2007*

References: *Available upon request*