

## Jeff Bingam

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New York  
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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

*XYZ Sales Corporation*

*New York*

**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*  
**Bachelors Degree in Marketing**

*New York*  
2007

**References:** Available upon request