

Duke Cassidy

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Objective: Interested in the position of a sales representative with a leading sales corporation/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: WBB Sales Copr New York
Sales Representative 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