

## *Tracy Smith*

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999-999-9999

*Objective:* Interested in the post of an advertising sales representative with a leading advertising and media 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>WSS Media &amp; Advertising</i>	<i>New York</i>
Advertising Sales Representative	3/3/2007 to Present

- ♦ Sold classified and display advertising space for publication.
- ♦ Prepared lists of prospects from leads in other papers and from 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.

*Education:*

<i>State University of New York</i>	<i>New York</i>
Bachelors Degree inMarketing	2007

*References:* Available upon request