

**Jim Sullavan**  
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**Objective:** Interested in the position of a sales coordinator with a leading sales corporation.

**Key Skills:**

- Outstanding communication skills
- Outstanding ability to convince clients
- Proficiency in computers
- Ability to multi-task effectively
- Ability to meet tight deadlines at all costs
- Team worker and leader

**Experience:** XYZ Sales Corp. New York  
**Sales Coordinantor** 3/3/2007 to present

- Responsible for developing relationship with potential and existing clients by coordinating professional meeting, attending promotional events and providing effective administrative support
- Liasoned with sales team to have timely updates on sales and sales details before and after the sale and handles contacts
- Responsible for execution of sales strategies
- Created sales analysis, sales reports, sales-order status, sales agreements, in-time proposals and presentations
- Liasoned with clients to discuss requirements
- Responsible for accurate quotations and various proforma invoices to clients processed inquires by personal visits, email, phone, fax
- Responsible for sales promotion
- Contributed insights into marketing activities,
- Responsible for monitoring and promoting sales activities.
- Optimized sales by collecting and analyzing information - Did trend monitoring and performance assessment

**Education:** State University of New York New York  
**Bachelors Degree in Marketing** 2006

**References:** Available upon request