

James Lewis

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Objective: Interested in a position as a technical sales representative with a leading firm, where I can get an opportunity to implement my knowledge and sharpen my skills as a sales representative.

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: WCC Sales Corporation New York
Technical Sales Representative 3/3/2007 to Present

- Collaborated with colleagues to exchange information such as selling strategies and marketing information.
- Completed expense reports, sales reports, and other paperwork.
- Arranged for installation and test-operation of machinery.
- Attended sales and trade meetings, and read related publications in order to obtain information about market conditions, business trends, and industry developments.
- Identified prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Verified customers' credit ratings, and appraised equipment in order to determine contract terms and trade-in values.
- Reviewed existing machinery/equipment placement, and created diagrams to illustrate efficient space utilization, using standard measuring devices and templates.
- Emphasized product features based on analyses of customers' needs, and on technical knowledge of product capabilities and limitations.
- Provided customers with ongoing technical support.
- Answered customers' questions about products, prices, availability, product uses, and credit terms.
- Consulted with engineers regarding technical problems.
- Trained establishment personnel in equipment use.
- Visited establishments to evaluate needs and to promote product and service sales.
- Verified that materials lists were accurate and that delivery schedules

met project deadlines.

- Studied information about new products so that equipment and supplies were accurately depicted and proper recommendations made.
- Stocked and distributed resources such as samples and promotional and educational materials.
- Computed customer's installation and production costs, and estimated savings from new services, products, and equipment.
- Contacted new and existing customers to discuss their needs, and to explain how these needs were met by specific products and services.
- Demonstrated and explained the operation and use of products.
- Completed product and development training as required.
- Maintained customer records, using automated systems.
- Prepared sales presentations and proposals that explained product specifications and applications.
- Informed customers of estimated delivery schedules, service contracts, warranties, and other information pertaining to purchased products.
- Initiated sales campaigns and followed marketing plan guidelines in order to meet sales and production expectations.
- Provided feedback to company's product design team so that products were tailored to clients' needs.
- Prepared sales contracts for orders obtained, and submitted orders for processing.
- Quoted prices, credit terms and other bid specifications.
- Recommended ways for customers to alter product usage in order to improve production.
- Selected the correct products and assisted customers in making product selections, based on customers' needs, product specifications, and applicable regulations.
- Sold service contracts for products.
- Advised customers regarding office layouts, legal and insurance regulations, cost analyses, and collection methods.
- Maintained high standards of excellence.
- Obtained building blueprints and specifications for use by engineering departments in bid preparations.
- Negotiated prices and terms of sales and service agreements.

Education: State University of New York
Bachelors Degree in Marketing

New York
2007

References: Available upon request