

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