

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 Coordinator *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