

*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:*

<i>WCC Sales Corporation</i>	<i>New York</i>
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.

Bachelors Degree in Marketing

2007

*References:*

Available upon request