

Jane Doe

123 Fake Street • Nowhere, NA 12345
012-345-6789 • fakeemail@gmail.com

SUMMARY OF QUALIFICATIONS

- The talent and resourcefulness to carefully prospect, properly follow through and close any sale.
- Strong communication skills and the ability to work with a wide range of professionals to ensure an efficient and productive work environment.
- Very dedicated to providing clients with the most attentive customer service possible.
- An uncanny ability to learn processes and responsibilities quickly and efficiently.
- Exceptionally organized with the ability to successfully multitask several projects simultaneously.
- Ample motivation to not only meet, but exceed any and all predetermined goals and expectations.
- Extremely reliable, hard working and willing to do what it takes to make sure the organization's best interests are met.

PROFESSIONAL EXPERIENCE

Yellow Book USA

Milwaukee, WI • May 2006-Present

Selling Manager

October 2009-Present

- Maintain established relationships in order to grow current, \$800,000 annual revenue base.
- Am responsible for generating new advertisers by exhaustively prospecting new customers in five, local directories (a minimum of 48 new sales per year) through cold calling and referrals.
- Design comprehensive packages for customers utilizing all company product lines, including Yellow Pages, Internet Yellow Pages, targeted direct mail, website development and hosting, Search Engine Marketing, Search Engine Optimization and Google Adwords.
- Promoted from Associate Sales Manager to Selling Manager within six months.

Associate Sales Manager

April 2009-October 2009

- Was responsible for maintaining and growing current advertisers, \$400,000 annual revenue base.
- Generated new advertisers in five, local directories (minimum of 48 per year).
- Designed comprehensive packages for customers utilizing all company product lines, including Yellow Pages, Internet Yellow Pages, website development and hosting, as well as Search Engine Advertising and Google Adwords.
- Trained, managed and provided feedback for three Account Representatives.
- Ranked #3 of 35 in total sales for all office Sales Representatives.

Media Consultant

May 2006-April 2009

- Maintained and grew advertisers, \$250,000 annual revenue base
- Generating new advertisers in five, local directories.
- Obtained President's Club Achievement award 2007

Jerry's Old Town Inn/VonRothenburg Bier Stube

Server/Bartender

Germantown, WI • May 2005-May 2006

Tupperware

Tupperware Manager

Butler, WI • October 2003-May 2006

- Utilized "Seed Contacts" to create awareness and launch the successful consulting business.
- Created promotional plans to increase party datings and events.
- Ranked the top consultant for Avante group in January 2004, October 2004 and May 2005.
- Ranked the eighth highest Manager in sales for Avante in 2005.

BRIO Corporation

Germantown, WI • January 1991-October 2003

Marketing Specialist

March 1998-October 2003

- Served as the organization's primary contact in the marketing department for a variety of inquiries.
- Coordinated and facilitated all marketing projects for the organization.
- Planned, coordinated and executed all of the organization's activities at six to eight annual trade shows, including the New York Toy Trade Show, the largest Toy Trade Show in the Western Hemisphere.
- Provided sound and dependable project management of key projects pertaining to retailers.
- Initiated and led retailer product loan program. This program resulted in better efficiency, while optimizing marketing support of program.
- Assisted with press releases sent to numerous toy testing experts in the industry.

Sales and Marketing Coordinator

October 1995-March 1998

- Served as sales and marketing coordinator for 34 external sales representatives.
- Maintained sales leads, sales reports, expense approvals and budget maintenance.
- Coordinated national sales meetings.
- Assisted with sales incentive programs.

Customer Service Representative

January 1991-October 1995

- Handled a variety of retailer customer calls.
- Supported outside sales.

COMPUTER SKILLS

- Fully proficient in Microsoft Office, Word, Excel and Power Point.
- Exceptionally Search Engine Optimization (SEO), Search Engine Marketing (SEM) and Web savvy.
- Google Certified.