

Traditional Business

Lisa Sample
1234 Apple Lane, Hometown, IL 60444
(708)123-4567
sample@sbcglobal.net

Summary

- Five years experience in sales as support representative for the IT Department
- Extensive responsibility in revenue reporting and implementation of process and procedures
- Experience in training and contract processes of Midwest region consisting of Director, Sales Managers and Administrators, and Forty Sales Executives
- Fluent in English and Spanish Languages

Education

Governors State University, University Park, IL, Expected Graduation June, 2009
Pursuing Masters of Arts in Media Communications

Southern Illinois University, Edwardsville, IL, June 2007
Bachelor of Science in Sociology w/Emphasis on Employee Relations

Work Experience

XYZ Communications, Rosemont, IL, July 2005-June 2007

Program Coordinator

- Trained staff of 40 sales representatives on internal processes and procedures.
- Consolidated revenue reports from sales representatives for quarterly projections.
- Conducted weekly teleconference meetings with staff to increase production by 10%.
- Utilized researching tools and techniques to target sales opportunities for new markets.
- Hosted public relation events for current and potential customers to identify job leads.
- Interviewed, recruited and managed administrative staff to maintain strong support staff.
- Analyzed components of sales contracts to ensure proper processing and compensation.

ABC Company, Des Plaines, IL, July 2004-June 2005

Contract Administration

- Coordinated and facilitated weekly meetings with team members to review process.
- Trained employees on the process of review and implementation of contracts into database.
- Managed and maintained departmental revenue reports for improved sales forecasting.
- Reviewed sales contracts for six areas to ensure accuracy of documentation.
- Teamed with sales representatives for review of billing statements to ensure accuracy.

Friendly Banking Services, Chicago, IL, December 2003-July 2004

Internship

- Scheduled weekly meetings and appointments for five executive members to maintain daily schedules.
- Analyzed customer accounts and provided cash management solutions through individualized portfolio reviews.
- Mediated between customers and Senior Level management staff to increase sales quotas.
- Tracked delinquent customer accounts and recommended actions for review.

Skills

Windows 95, 98, 2000, Microsoft Excel, PowerPoint, Outlook