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**Dave Sample**  
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## SUMMARY

- Over five years of experience in sales and staff development within the telecommunications field
- Extensive responsibilities 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 May 2025  
Master of Business Administration

**Southern Illinois University**, Edwardsville, IL, June 2023  
Bachelor of Arts in University Studies, Emphasis on Employee Relations

## PROFESSIONAL EXPERIENCE

**XYZ Communications**, Rosemont, IL, August 2020- Present  
Marketing/Sales Coordinator

- Train staff of 40 sales representatives on internal processes and procedures
- Consolidate revenue reports from sales representatives for quarterly projections
- Conduct weekly teleconference meetings with staff to increase production by 10%
- Utilize researching tools and techniques to target sales opportunities for new markets
- Host public relation events for current and potential customers to identify job leads
- Interview, recruit and manage administrative staff to maintain strong support staff
- Analyze components of sales contracts to ensure proper processing and compensation

**ABC Company**, Des Plaines, IL, July 2018-August 2020  
Contract Administrator

- Coordinated and facilitated weekly meetings with team members to review processes and goals
- 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

**Prime Electronics**, Chicago, IL, December 2016-July 2018  
Lead Merchandiser

- Promoted to Lead position due to accuracy, dependability, and strong team building skills
- Maintained product through inventory control process to minimize profit loss
- Organized all shipping and receiving orders for faster distribution and accessibility
- Prioritized and delegated marketing and merchandising projects according to sales goals
- Constructed marketing displays according to corporate standards for optimum visibility

## COMPUTER SKILLS

Highly proficient using Microsoft Excel and Access, and PeopleSoft