

[Sample: *Format – Traditional*]

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 2015
Master of Business Administration

Southern Illinois University, Edwardsville, IL, June 2005
Bachelor of Arts in University Studies, Emphasis on Employee Relations

PROFESSIONAL EXPERIENCE

XYZ Communications, Rosemont, IL, August 2008- 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 2005-August 2008
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 2001-July 2005
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