

Jane Smith

Sales representative resume

AREAS OF EXPERTISE

Closing sales

Brand management

Marketing

Territory management

Account management

Work scheduling

Presentations

PROFESSIONAL

*City & Guilds
International Vocational
Qualification (IVQ) in
Sales and Marketing*

PERSONAL SKILLS

Task prioritization

Time management

Negotiating

Decision making

Influencing skills

Presentable & articulate

PERSONAL DETAILS

*Jane Smith
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Driving license: Yes

PERSONAL SUMMARY

A confident, natural and driven sales person who is interested in working for company's who are market leaders in their respective fields. Possessing clear evidence of achievement in areas such as lead generation, sales and niche markets, Jane is an exceptional person who is willing to go that extra mile to deliver superb results. She is able to unlock volume, availability, space & promotional opportunities through building effective & collaborative business relationships with key customers. An exceptional person who can explore new territories and push existing limits by following up new leads or referrals fully. Presently looking to join a company where success is rewarded & internal succession is given priority.

WORK EXPERIENCE

Insurance Company - Coventry

SALES REPRESENTATIVE June 2010 – Present

Working closely with the sales management team and marketing staff to initiate marketing strategies that support the sales objectives of the company. Always representing the company professionally, ethically and morally at all times.

Duties:

- Identifying and maximising revenue from existing customer accounts.
- Maintaining high levels of product and customer knowledge and participating in training programmes as appropriate.
- Submitting detailed proposals and quotations to customers.
- Providing regular and accurate sales forecast updates to Senior Managers.
- Preparing and delivering sales presentations.
- Identifying, contacting and qualifying leads.
- Monitoring competition and analysing competitor activity.
- Attending sales conferences and industry marketing events.
- Aligning selling prices with company guidelines.
- Travelling to the homes and offices of potential clients for appointments.
- Developing customised territory plans.

KEY SKILLS AND COMPETENCIES

- Can easily settle in to any role & take over the management of an existing client base.
- Conducting accurate market research.
- Able to keep up a continuous high rate of cold calling potential customers.
- Evaluating marketing campaigns.
- Able to build relationships with customers.
- Confident and able to take the initiative.
- Getting feedback from customers.
- Tactfully handling any complaints.
- Able to make professional sales presentations & product demonstrations to audiences.
- Building and maintaining positive working relationships with key decision makers.

ACADEMIC QUALIFICATIONS

BA (Hons) Sales & Marketing
Nuneaton University 2008 - 2010

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2005 - 2008

REFERENCES – Available on request.

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