

Maxine Curry

Auto Sales

AREAS OF EXPERTISE

Selling vehicle insurance

Desk based sales

Inside sales

Telemarketing

Internal sales

PROFESSIONAL

Key holder

Fluent in Spanish

PERSONAL SKILLS

Approachable

Sociable

Committed

Loyal

CONTACT

*Maxine Curry
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0121 638 0026
M: 0121 638 0026
E: info@dayjob.com*

*Driving license: Yes
Nationality: British*

PERSONAL SUMMARY

A keen salesperson who is as passionate about cars as she is about customer service. Maxine is committed to saving clients all the hassle of having to call at countless garages. She doesn't mind picking up the phone and getting her hands dirty when the going gets tough. As an excellent communicator she finds it easy to build rapport with clients to drive customer retention. Right now she is looking for a target driven role which involves speaking with and meeting potential clients on a regular basis.

WORK EXPERIENCE

Smiths IT – Birmingham

AUTO SALES EXECUTIVE Jun 2013 – Present

Responsible for being the main point of contact for clients who are looking to buy or sell a vehicle.

Duties:

- Comparing car prices for a potential customer and then giving them the best possible price when buying a new car.
- Following up on sales leads.
- Arranging test drives for clients.
- Dealing with potential buyers face-to-face, over the phone and via email.
- Inputting customer and vehicle data into the company's data system and keeping these records up to date.
- Building on the work of the auto telesales team.
- Coming up with accurate sales and expenditure forecasts.
- Focussed on maintaining a high standard of customer service.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Have contacts in the motor industry and in depth knowledge of the new car market.
- Making and receiving car sale phone calls.
- Taking a proactive approach towards identifying and promoting talent.
- Have the confidence needed to challenge and influence important matters.
- Thorough knowledge of auto sales process.
- Detailed knowledge and appreciation of Health & Safety matters.
- Solid experience of Sales Contract Administration paperwork.
- Able to discreetly handle sensitive and confidential information.
- Willingness to undertake travel where necessary.
- Have a proactive approach to securing new business.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Marketing

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

REFERENCES – Available on request.



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