

# Charlene Smith

## Sales Executive Resume

### AREAS OF EXPERTISE

*Cold calling*

*Human Capital Management*

*Sales Force Effectiveness*

*Procurement Strategy and Execution*

*Telesales*

*Consultancy experience*

*Customer focus*

*Retail sales*

### PROFESSIONAL

*Advanced First Aider*

*German Speaker*

*French speaker*

### PERSONAL SKILLS

*Self-motivated*

*Target driven*

*Initiative*

*Articulate*

*Influencing skills*

### PERSONAL DETAILS

*Charlene Smith*

*Dayjob Ltd*

*The Big Peg*

*Birmingham*

*B18 6NF*

*T: 0044 121 638 0026*

*M: 0870 061 0121*

*E: info@dayjob.com*

*Driving license: Yes*

### PERSONAL SUMMARY

A customer focused and articulate individual who possesses a friendly and personable approach along with strong time management skills and the ability to listen carefully to client requirements. Charlene has a real thirst to succeed and boasts a demonstrated track record of initiative, creativity and motivation. She has the entrepreneurial spirit required to work in highly flexible, rapidly changing, ambiguous work environments. Having insatiable energy to produce results and being able to quickly build outstanding customer relationships, she would be a valuable addition to any ambitious company. Right now she wants to join a rapidly growing dynamic company that has plans for ambitious growth.

### WORK EXPERIENCE

#### **Insurance Company – Birmingham**

SALES EXECUTIVE      June 2010 – Present

Responsible for developing a portfolio of accounts through new business development. Also in charge of looking for bring opportunities and for managing the full negotiation and close process with clients from start through to finish.

#### **Duties:**

- Managing the sales process for new prospects, from initial contact through to closure.
- Dealing with customer enquiries face to face, over the phone or via email.
- Contacting prospective customers and discussing their requirements.
- Achieving all revenue targets & objectives in line with the Area Business Plan.
- Working closely with the marketing team to produce any sales collateral required for the target market.
- Reporting business trends and area performance to the National Sales Manager.
- Developing & maintaining successful business relationships with all prospects.
- Identifying what customers want.
- Planning and organising the day to ensure all opportunities are maximised.
- Developing a full understanding of the business market-place.

#### **Major Furniture Retailer - Walsall**

SALES EXECUTIVE      April 2010 – June 2010

### KEY SKILLS AND COMPETENCIES

- Can create and deliver convincing arguments to an executive audience.
- Ability to manage multiple commercial processes.
- Ability to evaluate tasks and suggest improvements.
- Experience of closing deals with an average size of £35k on a consistent basis.
- Ability to prioritise workload; work effectively under pressure and to tight deadlines.
- Ability to present, discuss and propose at a senior level.
- Solid understanding of business concepts & dynamics for large national and international corporations.
- Superior time management skills and strong attention to detail.

### ACADEMIC QUALIFICATIONS

#### **Sparkbrook University    2008 - 2010**

BA (Hons)      Sales & Marketing

#### **Coventry Central College    2005 - 2008**

A levels:      Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.

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