

## Sales Executive

# ROBERT SMITH

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## Objective

Looking to be connected with a progressive and established company where I will have the chance to help the insight of its goals, while at the same time being exposed to an environment where my skills and capabilities will be utilized.

## Skills

Microsoft Dynamics CRM, Marketing Communications, Salesforce, SalesFusion, Microsoft Suite, Lease Up, Yardi, Property Management, Business Development, and Customer Service.

## Work Experience

### Sales Executive

**ABC Corporation** - January 2007 - Present

- Maintaining and developing a good relationship with customers through personal contact or meetings or via telephone etc.
- Acting as a bridge between the company and its current market and future markets.
- Displaying efficiency in gathering market and customer info to enable negotiations regarding variations in prices, delivery and customer specifications to their managers.
- Helping management in forthcoming products and discuss on special promotions.
- Recording sales and order information and report the same to the sales department.
- Providing accurate feedback on future buying trends to their respective employers.
- Addressing customer questions and concerns regarding products, prices, and availability.

### Sales Representative

**ABC Corporation** - July 2005 - December 2006

- Job description/duties and responsibilities ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer.
- Maintain solid product knowledge and all aspects of the customer service.
- Aid customers in locating merchandise and communicate customers request.
- Greeted clients and assisted them with image consulting, and ordering merchandise.
- Trained and mentored new associates, worked with management to implement department goals.
- Consistently set monthly sales records nominated and chosen for customer all-star.
- Recognized for outstanding performance in opening accounts and developing a rapport with clients.

## Education

Bachelor Of Science in industrial Arts - June 1999(Surigao Del Sur Polytechnic State College)Bachelor Of Science - 1983(Southern Connecticut State University - New Haven, CT)Sociology - (Christopher Columbus School - New Haven, CT)