

Robert Smith

Sales Executive & Account Management

PERSONAL STATEMENT

Dynamic and driven Sales Executive with 9 years of experience, seeking a position in the Houston area that will utilize my sales and management experience to increase profits and facilitate a company's long-term growth.

WORK EXPERIENCE

Sales Executive & Account Management

ABC Corporation - March 2014 - October 2016

Responsibilities:

- Develop and maintain strong relationships with domestic and international accounts to create a book of business that exceeds 75 clients and over 2 million dollars in annual revenue.
- Seek business opportunities and strategically develop potential leads to growing customer accounts.
- Expand service/product offerings with existing customers to increase revenue for the organization.
- Facilitate the growth of incoming orders for the Broussard division, which led to increased sales and consistent work for the service factory.
- In charge of the entire quote to invoicing process beginning with obtaining the sale to billing the client and performing appropriate follow-up to ensure customer needs were met.
- Attend monthly meetings and report weekly sales to upper management with details on current/planned strategies and upcoming projections based on planned orders with customers.
- Represent the company at numerous trade shows providing pertinent information regarding the types of parts and services offered to increase exposure and gain market share.

Manufacturing Manager/Foreman

ABC Corporation - March 2007 - March 2014

Responsibilities:

- Reported directly to company president and managed daily plant operations with 8 direct reports.
- Led multiple daily meetings discussing sales, product development, safety, shipping, and inventory.
- Managed labor requirements based on ongoing projects to meet customer on-time deliveries.
- Developed a process to more accurately track labor and materials improving visibility into product line cost of sales, which became beneficial when making strategic short-term and long-term decisions.
- Recommended and implemented process improvements to elevate sales, production, safety, and overall operations.
- These process improvements helped to contribute to an increase in sales of 25% annually.
- Maintained strong relationships with customers by providing them with new product information and helping them with any inquiries regarding

CONTACT DETAILS

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SKILLS

Written Communication,
Time Management,
Problem Resolution,
Organizational, Self
Starter, Positive Outlook,
Passion and
Determination, Desire To
Learn, Adaptable,
Civility, Politeness, and
Respect, Trustworthy,
Team Building,
Enthusiastic, Goal
Oriented, Accounting,
Business Development,
Customer Service,
Forecasting, Marketing,
Powerpoint, Excel,
Microsoft Office Suite,
Quickbooks, and
Leadership
Development.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

new and existing product lines.

Education

MSc in Marketing - September 2015(Queen's University Belfast)BSc
in Geography - September 2012(Queen's University Belfast)HS-
(Rasheeda Memorial School)