

# Mary Jane

## Sales resume

### AREAS OF EXPERTISE

*Client relationships*  
*Customer service*  
*Setting achievable goals*  
*Promotional marketing*  
*Presentation skills*  
*Cold calling*  
*Pricing strategies*  
*Closing techniques*  
*Bid tendering*

### PROFESSIONAL

*First Aid Qualified*  
*French speaker*

### PERSONAL SKILLS

*Well organised*  
*High energy levels*  
*Excellent self presentation*  
*Outgoing personality*

### PERSONAL DETAILS

*Mary Jane*  
*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 results driven and hard working sales professional who has an entrepreneurial spirit along with the ability to work in highly flexible, rapidly changing and ambiguous work environments. Mary is flexible, positive and resilient with the ability to be innovative and create a fun environment. She has the passion and desire to deliver outstanding results through team motivation whilst working professionally with good operational processes. She has a proven track record of closing sales and does this by gaining a clear understanding of a customers' businesses and core requirements. She is now looking for a position with an ambitious company that rewards good performance & takes action to improve poor performance.

### WORK EXPERIENCE

#### ***Manufacturing Company – Birmingham***

SALES EXECUTIVE      June 2010 – Present

Responsible for listening to customer requirements and then presenting them with appropriate company products or services that match their needs. Also in charge of creating detailed proposal documents as part of formal bidding processes.

#### ***Duties:***

- Identifying new sales and business opportunities.
- Generating leads through professional networking and cold-call techniques.
- Collecting and analyzing market information.
- Conducting market research and telesales campaigns as required.
- Communicating with clients both over the phone and face to face.
- Working with managers to identify and implement best practice.
- Managing the sales cycle with an average sales cycle of 90 days or less.
- Dealing with enquiries from prospective customers.
- Attend weekly sales meetings.
- Coaching, training & developing junior staff to achieve and exceed sales targets.
- Offering a price to customers and then negotiating around it.

#### ***Mortgage Broker - Coventry***

Sales Person      April 2010 – June 2010

### KEY SKILLS AND COMPETENCIES

- Developing repeatable sales models that ensure consistent success & revenue growth.
- ROI analysis on why to buy and why to buy now.
- Excellent communication skills and the ability to create and deliver convincing arguments to an executive audience.
- Able to work under pressure and in busy office environment.
- Can manage multiple commercial processes simultaneously.
- Ability to deal with, take ownership and solve complex customer issues.
- Forecasting with precision.
- Devising creative, "out-of-the-box" ideas and implementing them.

### ACADEMIC QUALIFICATIONS

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

BA (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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