

# Jane Smith

## Sales representative resume

### AREAS OF EXPERTISE

*Closing sales*

*Brand management*

*Marketing*

*Territory management*

*Account management*

*Work scheduling*

*Presentations*

### PROFESSIONAL

*City & Guilds*

*International Vocational Qualification (IVQ) in Sales and Marketing*

### PERSONAL SKILLS

*Task prioritization*

*Time management*

*Negotiating*

*Decision making*

*Influencing skills*

*Presentable & articulate*

### PERSONAL SUMMARY

A confident, natural and driven sales person who is interested in working for company's who are market leaders in their respective fields. Possessing clear evidence of achievement in areas such as lead generation, sales and niche markets, Jane is an exceptional person who is willing to go that extra mile to deliver superb results. She is able to unlock volume, availability, space & promotional opportunities through building effective & collaborative business relationships with key customers. An exceptional person who can explore new territories and push existing limits by following up new leads or referrals fully. Presently looking to join a company where success is rewarded & internal succession is given priority.

### WORK EXPERIENCE

#### *Insurance Company - Coventry*

SALES REPRESENTATIVE      June 2010 – Present

Working closely with the sales management team and marketing staff to initiate marketing strategies that support the sales objectives of the company. Always representing the company professionally, ethnically and morally at all times.

#### *Duties:*

- Identifying and maximising revenue from existing customer accounts.
- Maintaining high levels of product and customer knowledge and participating in training programmes as appropriate.
- Submitting detailed proposals and quotations to customers.
- Providing regular and accurate sales forecast updates to Senior Managers.
- Preparing and delivering sales presentations.
- Identifying, contacting and qualifying leads.
- Monitoring competition and analysing competitor activity.
- Attending sales conferences and industry marketing events.
- Aligning selling prices with company guidelines.
- Travelling to the homes and offices of potential clients for appointments.
- Developing customised territory plans.

### KEY SKILLS AND COMPETENCIES

- Can easily settle in to any role & take over the management of an existing client base.
- Conducting accurate market research.
- Able to keep up a continuous high rate of cold calling potential customers.
- Evaluating marketing campaigns.
- Able to build relationships with customers.