

Robert Smith

Small Business Consultant - Contract

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Excel, Word, PowerPoint,
Outlook, Typing,
Business Analysis, Gap
Analysis

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Small Business Consultant with a proven ability to exceed sales objectives through targeting prospecting, building relationships and maintaining client satisfaction. An excellent team player who works the philosophy of maintaining professional work ethics, maintained focus, with drive and determination.

WORK EXPERIENCE

Small Business Consultant - Contract

ABC Corporation - July 2007 - July 2010

Responsibilities:

- Provided outbound and inbound sales services for clients ranging from single users to multinational corporations.
- Collaborating with Sales Managers to prepare and present competitive sales proposals.
- Developed and maintained strong business relationships with business owners in my area, starting with small to medium-size businesses and working your way up to larger businesses, the large business includes 24 Hour Fitness, Nestle, Portos Bakery, Kia, Ford, Nissan.
- Products and services sold include devices, accessories, service contracts, and insurance services.
- Awarded "Rep of the Quarter" (12/08) for sales, service and relationship-building excellence.
- Achieved 120+ New Contract/month in sales in FY2009, exceeding sales goal objective by 100%.
- Managed 300 of the largest accounts within the small business segment with total revenue exceeding \$1mm.

Small Business Consultant

Paychex, Inc. - 2005 - 2007

Responsibilities:

- Small Business Executive for Gaithersburg and Germantown Maryland.
- Worked in small business accounts, consulting on issues ranging from payroll to human resources.
- Consultative work in helping companies with compliance issues, hiring, on-boarding, and payroll.
- Cold-calling and lead discovery. Basic tax work and computation.
- Networking with CPAs and industry leaders.
- Cultivated business relationships with community leaders..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Masters in Business Marketing - 2015(Glendale Community College - Glendale, CA)