

FIRST LAST | SALES MANAGER

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SUMMARY

[Summary should be small, max 2-3 lines, add years of experience, primary skillset, current organization if any, and relevant thing a recruiter might ask you while calling. Do not add Soft Skills Unless Necessary]

TECHNICAL SKILLS

[Add The Skills Section here, make it as detailed as possible and relevant, recruiters tend to see the skill section to match the job description. Group set of similar skills and label it.]

WORK EXPERIENCE

Jobbie, Sales Representative, NY

June 2015 – Aug 2024

- [Add up to 5-8 points, emphasize[bold] on phrases and skills, write points starting with a verb, of max 10-15 words]
- Developed and **implemented strategies** to increase sales by 30% within the first year.
- Conducted market research to identify potential clients and expand the customer base.
- Negotiated **contracts with clients**, resulting in a 20% increase in profit margins.
- Collaborated with marketing department to **develop promotional campaigns**
- Negotiated contracts with clients, resulting in a 20% increase in profit margins.
- Managed key client accounts, maintaining regular communication and **identifying upselling opportunities**.
- Negotiated contracts with clients, resulting in a 20% increase in profit margins.

ApnaBot, Senior Sales Associate, NY

May 2010 – Aug 2013

- [Add relevant 4-6 point for a prior role, emphasize[bold] on phrases and skills, write points starting with a verb, of max 10-15 words]
- **Led a team of sales associates**, providing training and mentorship to improve performance.
- Collaborated with marketing department to develop promotional campaigns.
- Managed key client accounts, **maintaining regular communication** and identifying upselling opportunities.
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- **Managed key client accounts**, maintaining regular communication and identifying upselling opportunities.

PROJECT EXPERIENCE

Market Analysis

Jan 2009 – March 2009

- Developed detailed **SWOT analysis** to assess the strengths, weaknesses, opportunities, and threats in the market, providing insights for strategic decision-making.
- **Presented findings and recommendations** to senior management, facilitating informed decision-making regarding the product launch strategy.

EDUCATION

NYU

2007 – 2010

BA, Business Administration

Cumulative GPA: **3.75/4.00**

[DO NOT ADD YOUR SCHOOL/HIGH SCHOOL/JUNIOR COLLEGE DETAILS]

MEMBERSHIPS AND ASSOCIATIONS [OPTIONAL]

American Association of Inside Sales Professionals (AA-ISP)

Jan 2009 – Present

Focused on advancing the profession of inside sales through training and networking.

EXTRA CURRICULAR ACTIVITIES [OPTIONAL, RESUME FILLER]

UGA Tennis Team, Co-Captain

Aug 2020 - May 2024