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| Alfred Hitchcock | 82 Kingston Drive ⦁ New Orleans, LA 55555 ⦁ Relocate Nationwide  Home: (415) 535-5555 ⦁ Cell: (714) 525-5556 ⦁ ahitch@javastartup.com |

Sales / Business Development Professional

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| * Recent honors graduate of ABC College’s communications program—highly motivated to launch professional sales career. * Excellent interpersonal, communication and relationship-building skills. Listen attentively, communicate persuasively and follow through diligently. * Technically skilled—cross-platform expertise (Win/Mac) and proficiency in Word, Excel, PowerPoint, QuarkXPress and Photoshop. | Key Competencies   * Customer Acquisition * Referral/Repeat Business Generation * PowerPoint Presentations * Public Speaking * Complaint Handling * Consultative Sales * Salesforce.com * Newton ATS * Inventory Management |

Education

Georgetown University

**BA in Communications,** GPA: 3.75 *(Graduated with honors),* May 2009

* **Awards:** Student Achievement Scholarship (2005 to 2009); Communications Honor Society (2008 to 2009); Frederick McMillan Award for Academic Excellence (2005 to 2009)
* **Volunteerism:** Save the Children (2004 to Present); Tutor, Miami Family Shelter (2007 to 2009); Crisis Line Staff, Women’s Center (2005 to 2006)

Work Experience

Sales Manager, 2005 to Present ⦁ HR Technology, Inc, Sometown, FL

Handle the setup, service and daily operations of bar serving an international clientele, tourists and business travelers. Enter orders into POS system; prepare daily sales reports for management; conduct monthly inventory; and perform heavy cash handling and reconciliation functions.

Sales Accomplishments:

* Earned consistent commendations for exemplary service delivery (average of 100 guests per shift). Regularly singled out on comment cards for “going above and beyond expectations” and “providing outstanding service and attention to guests.”
* Recognized for ability to quickly establish rapport with customers, up-sell products and build a loyal clientele.
* Selected and streamlined bar products based on analysis of consumption and sales, resulting in superior inventory and selection for guests.
* Developed floor plans for auxiliary bars used for large private parties. Outcomes included faster service, improved efficiency and enhanced guest satisfaction.

Server / Bartender, 2004 to 2005 ⦁ DEF HOTEL, Sometown, FL

Served food and beverages at a luxury, historic hotel. Anticipated and met guests’ needs while working efficiently in a fast-paced environment.

Sales Accomplishments:

* Consistently achieved highest per-night sales averages (out of 10+ servers) by up-selling orders and suggesting add-ons/extras to meals.
* Proved the ability to multitask, handle crowds of up to 350 people, resolve customer issues and excel within a demanding, high-volume setting.