

## SALES

### Summary

Account Manager focused on maximizing sales by managing all accounts systematically and logically. Believes consistency and dedication build the most successful business partnerships.

Excel at building a loyal customer base to achieve both short and long-term organization sales goals.

### Highlights

- Superior communication skills
- Cheerful and energetic
- Effective team player
- Staff training and development
- Resolution-oriented
- Dependable and reliable

### Accomplishments

Responsible for training new employees in all aspects of distribution and sales.

Ensured one hundred percent compliance with all company rules and regulations.

Established new accounts and client interaction.

Monitored sales goals and expectations for multiple brands.

Improved product placement at both on premise and off premise accounts.

Managed quality assurance for all products within distribution.

Maintained files for all individual accounts and products.

Increased sales through effective customer communication.

### Experience

#### Sales

September 2008 Company Name - City , State Responsible for implementing all business-building and relationship-building expectations with uniquely assigned accounts and customers. Consistently met and exceeded department expectations for productivity and accuracy levels. Recommended and helped customers select merchandise based on their needs. Informed customers about sales and promotions in a friendly and engaging manner. Answered customers' questions regarding products, prices and availability. Collaborated with colleagues to exchange selling strategies and marketing information. Collaborated with members of other departments to complete sales transactions. Shared product knowledge with customers while making personal recommendations.

#### City Manager

April 2008 to September 2008 Company Name - City , State Successfully managed the activities of 12 team members. Developed, implemented and monitored programs to maximize customer satisfaction. Interviewed, hired and trained new quality customer service representatives.

Addressed negative customer feedback immediately. Resolved customer questions, issues and complaints. Coordinated with airport vendors regarding fueling and catering logistics. Determined flight close-out times and completed and verified flight forms.

Senior Corporate Travel Consultant

September 2017 to April 2008 Company Name - City , State Planned travel arrangements for