

Jim Halpert

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SUMMARY

Sales professional with a strong track record of building client relationships, driving regional revenue growth, and improving team collaboration. Known for creative problem-solving, mentoring colleagues, and contributing to process improvements that boost overall office performance.

SKILLS

Sales & Business Development : Client Relationship Management, Lead Generation, Negotiation, Account Growth
Office & Productivity : Microsoft Excel, CRM Tools, Process Optimization, Time Management
Leadership & Collaboration : Team Mentoring, Conflict Resolution, Cross-Team Coordination
Creative Work : Practical Jokes, Photography, Event Planning

WORK EXPERIENCE

Co-Manager / Senior Sales Representative Jan 2006 – Present
Dunder Mifflin Paper Company Scranton, PA

- Increased regional paper sales by 18% YoY through targeted outreach and retention strategies.
- Managed Scranton branch operations alongside co-manager, improving team productivity by 12%.
- Developed long-term enterprise accounts, including key corporate partnerships boosting quarterly revenue.
- Introduced workflow improvements that reduced order processing time by 30%.

Account Manager Aug 2004 – Dec 2005
Staples (Corporate Sales Division) New York, NY

- Managed 120+ B2B accounts with a focus on client retention and product upselling.
- Exceeded quarterly quota by 15% for four consecutive quarters.
- Collaborated with marketing to refine product placement strategies for large enterprise clients.

Assistant Regional Sales Associate Jun 2001 – Jul 2004
Dunder Mifflin Paper Company Scranton, PA

- Maintained top-3 sales ranking in the branch for two consecutive years.
- Strengthened customer relationships resulting in a 95% client retention rate.
- Implemented a simple CRM tracking sheet that helped the team streamline follow-ups.

PROJECTS

Athlead (Startup Initiative) | *Sports Marketing, Business Development, Operations*

- Co-founded a sports marketing startup focused on athlete branding and youth sports engagement. Contributed to early stage client outreach and operational setup before transitioning to full-time roles.
- URL: <https://example.com/athlead>

EDUCATION

University of Scranton Sep 1997 – May 2001
Bachelor of Arts, Business Administration Scranton, PA

- GPA: 3.4