

Michael Martin  
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## SALES

### Summary

When thinking of the timeline of my career, numerous bullet points come to mind. Whether it be a skill or achievement that I can bring to the table, there is one common denominator that all of these personal traits fall under: Teamwork. Regardless of what job I may have had in the past, whether it be music education, recruiting, or sales, understanding that I am existing within/leading a team allows me to clearly understand the task at hand. Communication is the number one element to a successful team. A prolonged lack of communication can manifest itself into a negative environment, and it has been my number one priority to make sure everyone involved is on the same page.

### Highlights

6+ years of B2B sales experience.

MS Office proficiency

Team building expert

Proven sales track record

Detail-oriented

Sales management

Sales

Purchasing

Quotations

Accounts receivable

Customer service

CAD experience

Accomplishments

Handled the highest volume account for current employer

Developed profitable sales strategy with new product for longtime customer

Project Management

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Supervised project production efforts to ensure projects were completed to company standards, on time and within budget constraints.

Experience

Sales

01/2007

to

02/2016

Company Name

City

,

State

Initially hired as warehouse manager.

Oversaw receiving inventory into stock, maintaining stock, as well as pulling and shipping orders as needed.

Primarily used UPS Worldship for ground and LTL packages/pallets.

Promoted to inside sales position in 2010 In charge of DAR's largest contracted customer.

Main responsibilities involve processing large stock orders which pulled inventory from three different locations as well as drop ship orders.

Responsible for replenishing stock as needed.

Large customer service portion involved with this account.

Fielded technical and specification questions through conference calls between our company's customer as well as the end user customer.

Coordinated inspections for return items that were either defective, incorrectly supplied or did not meet the customer's needs.

Purchasing, sales, customer service as well as quotations all fall under the job description of an inside sales representative at DAR since it is a small family owned business.

Strictly defined roles are not a part of this job.

Various situations required different people to take on various responsibilities which is where communication between all stages of an order is pivotal to success.

The quotation process would be the most technical aspect of my time at D.A.R.

Calculating yields on material needed, required amount of labor (what type of labor) as well as the appropriate mark-up for any given product required constant communication between myself and the employees working the fabrication shop.

My greatest feeling of satisfaction came from quoting something never done by the company before and having that turn into an actual order.

Acquired new business for a longtime customer through competitive quotes and quick lead times for orders.

A close attention to inventory management resulted in quick lead times by making sure stock was available for custom items that customer started to purchase.

Every aspect of training for the inside sales position at D.A.R. was on the job. This gives me great confidence to branch out into other

industries if so given the chance.

Music Teacher/Camp Counselor

01/2003

to  
01/2007  
Company Name  
City  
,  
State  
Began as music school receptionist.  
Duties included informing and educating people of the school's various musical programs along with scheduling lessons and classes.  
Later began to work as a counselor for their Rock Band Camp, where I was responsible for children ages 7-18.  
The goal throughout each week was to prepare a diverse set of songs for campers to perform during the camp's end of week concert.  
I also taught private drum set lessons to several students during this time.  
Drumset Teacher  
01/2007  
to  
01/2008  
Company Name  
City  
,  
State  
Students under my instruction saw progress throughout their lesson routine.  
Areas of instruction included jazz, rock, Latin, and classical percussion.Staffing Coordinator  
01/2004  
to  
01/2006  
  
Company Name  
City  
,  
State  
Conducted interviews and administered drug tests for new applicants.  
Matched the skills of on staff workers with the appropriate job that clients needed.  
Marketing/advertising through mass mailings and faxes.  
Executed payroll duties at the end of pay period.  
Education  
BA  
:  
Business Communications  
2012  
Chestnut Hill College  
City  
,  
State  
GPA:  
GPA: 3.40  
Business Communications GPA: 3.40 Degree obtained through night course schedule as to allow me to continue working full time. Extracurricular activities during this time centered around playing drums for Main Line Affair, a local area wedding band which made a point to perform for charitable organizations e.g. Angels Flight East, Light the Night and St Baldrick's.  
Select One  
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City  
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State  
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USA  
Audio/Video Recording  
Skills  
advertising, competitive, counselor, clients, customer service, faxes, inside sales, instruction, inventory management, inventory, marketing, payroll, purchasing, quick, receiving, receptionist, sales, scheduling, shipping, specification.