**Cynthia Abel**

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**Objective**

* Seeking a position in a Portland based company with opportunity for growth and leadership

**Education**

* **Portland State University,** BA Business Management and Leadership [2010-2012]

**Qualifications**

* 4 + years sales experience including inside sales
* 2 +years Excel experience including data manipulation and analysis
* Experience maintaining websites and use of programs such as Constant Contact
* Excellent oral, written and interpersonal communication skills
* Presentation skills including organization of information and use of PowerPoint
* Self-motivated, goal oriented and capable of working with little or no supervision
* Highly creative, visually and an ability to think outside the box

**Work History**

**Portland Select**, *Account Executive/Corporate Trainer* [6/2013-Current]

* Client acquisition for The Home Depot in Home Service department contributing to over $20,000 in sales assisting the company in exceeding goals
* Consistently reached and exceeded personal lead sales goals
* Tracked leads in company database and followed up when necessary

**Savanna Crow,** *Jewelry Designer/Owner* [2/2012-Current]

* Organize all wholesale, retail and consignment accounts in an Excel database
* Ability to manage data to identify ways to maximize sales
* Research potential clients and outreach when opportunity is identified

**Love Bottle co.**, *Project Manager/Account Manager* [10/2012-6/2013]

* Managed all customer accounts, wholesale, purchasing, and accounts receivable, this included reaching out to clients to encourage reorder or request payment
* Worked with PSU seniors to research 3 potential directions for the future of the company and their possible outcomes
* Assisted in the development of a business plan to prepare for a new product launch

**Sleep Train/Sleep Country USA,** *Sales Associate* [6/2007-8/2010]

* Commission based sales, was recognized as one of the top associates for exceeding goal on a consistent bases.
* Reached Presidents Club status, contributing to over $100,000 in sales for the company

**Personal**

* Interests include green marketing, entrepreneurship and business development

*References available upon request*