

## Professional Summary

Results-driven Sales Officer & Field Investigator with 10+ years of experience in the higher education industry, leveraging analytical skills, strategic planning, and public speaking to drive growth and excellence. Proven track record of successful team management and training.

## Professional Experience

### Senior Sales Officer & Field Investigator (FI09)

Inazuma.co | January 2018 - Present

### Sales Officer & Field Investigator (FI07)

EduTech Inc. | June 2015 - December 2017

#### Key Achievements:

- Increased sales by 25% within the first year through effective strategic planning and public speaking.
- Successfully managed a team of 5, resulting in a 30% increase in team productivity.

#### Responsibilities:

- Conducted field investigations to identify new business opportunities.
- Developed and implemented sales strategies to meet targets.

### Junior Sales Officer

HigherEd Solutions | March 2012 - May 2015

#### Key Achievements:

- Consistently met or exceeded monthly sales targets, earning 'Sales Officer of the Quarter' twice.
- Collaborated with the training team to develop and deliver public speaking workshops for new hires.

#### Responsibilities:

- Assisted in the development of sales materials and presentations.
- Provided support for field investigations under senior officer guidance.

### Sales Assistant

Academic Partnerships | September 2010 - February 2012

#### Key Achievements:

- Successfully assisted in the launch of a new product line, contributing to a 15% increase in overall sales.
- Developed strong relationships with clients, resulting in a 90% client retention rate.

**Responsibilities:**

- Coordinated sales events and product demonstrations.
- Maintained accurate sales records and reports.

## Education

**Master of Business Administration (MBA)**

Harvard University

**Relevant Coursework:**

- Strategic Management
- Marketing Management
- Financial Management

## Technical Skills

**Management & Leadership:**

- Team Management
- Strategic Planning
- Training & Development

**Communication:**

- Public Speaking
- Presentation Skills
- Negotiation & Conflict Resolution

**Analytical & Productivity:**

- Data Analysis
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Slides, Gmail)