

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)