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Dawnyale Williams

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| Objectives | Obtain gainful employment for a growing company and bring my winning attitude with me. |
| Experience | 2015- 2017 R Staffing Kingwood, Texas  Business Development Manager/ Sales Manager/ Recruiter   * Find and develop relationships with corporations to gain their business. * Source candidates and submit resumes. * Set up interviews. * Coach candidates on how the interview process works. * Wrote scripts and email temples. * Recruited new staff. * Create training material for new staff. * Negotiate contracts and terms. * Create contracts and other legal documents for clients. * Maintain profitable relationships with fortune 500 companies.   2013- 2015 Talent Logic Kingwood, Texas  Business Development Manager/ Sales Manager/ Trainer   * Find and develop relationships with corporations to gain their business. * Find candidates and submit resumes. * Set up interviews. * Coach Candidates on how to present self at interview. * Post jobs on various job boards. * Wrote scripts and email temples. * Recruited new staff. * Created training manual. * Trained new staff. * Interviewed and hired new employees. * Won employee of month 4 months in a row. * Highest earning Business Development Manager in the company. * Market Company to regional area. * $500,000 in gross profit margin in 2 quarters.   2011-2014 CPU Distributing Humble, Texas  Account Manager/ Sales   * Maintain Customer Accounts and Renewals * Update clients on new product lines and current specials * Shipping and Receiving * Book keeping in Quickbooks. * Increased sales by 48% in 2 regions. * Created sales script and implemented use.   2009 – 2011 Affordable Security Integration Humble, Texas  Office Manager/ Sales Manager   * Payroll. * Book keeping in Quickbooks. * Increased sales by 37%. * Created sales script and implemented use. * Built and trained dynamic sales team. |
|  | 2007 – 2009 Target Publishing Spring, Texas  Lead Sales Team Member   * Increased overall profit 480,000. * Expanded market area to include trade schools and junior colleges as well as universities in other states. * Re-designed sales script and literature. |
|  | 2004 – 2007 Integrity of Houston Houston, Texas  Sales Team Leader & Trainer   * Expanded sales team from 5 to 15 representatives. * Doubled division revenues for each sales associate. * Expanded sales market by 27%. |
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| Education | 2001 Texas School of Business Houston, Texas   * Medical Assistant * Dean’s List   2000 Spring High School Spring, Texas   * General Studies Diploma * National Honor Society |
| References | * Lauren Thorstad, Office Manager (936) 444 – 8987 * Karen McDonald, Compliance Officer (713) 359 – 6491 |