




Colton York-Bush

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Professional Summary

Well-versed sales representative with 7+ years of experience in B2C and B2B transactions with a passion for technology. Making the bridge from client to technical team seamless with superior customer communication skills. While prioritizing and maintaining a long-lasting and profitable relationship.

Employment history

Marketing and Sales Coordinator, I-57 Roofing, Arthur, Illinois

Jun. 2021 – Present

- Monitor customer trends to determine the focus of sales and advertisement efforts.
- Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter.
- Meet with property managers or homeowners to discuss services, negotiate, and close deals for a profit.
- Develop prospects from current commercial customers, referral leads, or sales or trade meetings.
- Negotiate or approve contracts or agreements with suppliers, distributors, or other organizational entities, maximize returns on investments, or increase productivity.

Senior Sales Representative, Pilson Auto Center, Charleston, Illinois

Oct. 2019 – Jun. 2021

- Resolve customer complaints regarding sales and service.
- Use computers to organize and locate inventory, and operate spreadsheet and word processing software.
- Train or supervise sales or clerical staff.
- Instruct staff on how to handle difficult and complicated sales.
- Assign employees to specific duties.
- Prepare legal binding contracts with the client and bank and ensure proper disclosure and signatures for federal lending agreements.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Examine, evaluate, or process loan applications.

Skills

Cross Selling



JavaScript



CSS



HTML



Objective Based Selling



Negotiating / Closing Retail and Commercial Clients



Project Management



Supervisor, Vector Construction. Decatur, Illinois

Sep. 2018 – Oct. 2019

- Schedule the project in logical steps and budget the time required to meet deadlines.
- Prepare contracts and negotiate revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers, and subcontractors.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Direct and supervise workers.
- Develop or implement quality control programs.
- Compute estimates of work completed or of needed renovations or upgrades, and approve payment for contractors.