**JILL SISSON** 10 Foxglove Circle, Higganum, CT 06441

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**Office Management / Account Management / Client Relations / Sales / Marketing**

**Professional Experience**

* Organized and conducted meetings, seminars, training programs and trade shows. Including liaisons with internal and external contacts.
* Proficient in Microsoft Word, Excel, Outlook and PowerPoint.
* Data entry and database management experience.
* Coordinated travel arrangements and agendas.
* Managed P&L statements, expense statements and invoices.
* Excellent phone and communication skills. Serviced and sold to customers in multiple states.
* Managed office calendar.
* Handled internal and external correspondence.
* Coordinated new hire paperwork, orientation and training.
* Managed several projects including marketing, training, implementing new product lines, account analysis and office management.
* Prepared and generated reports, documents and presentation materials.
* Team player with excellent interpersonal skills. Worked with individuals from entry level positions to CEO’s.
* Worked in a high paced environment where I was able to multitask on several projects while maintaining a great attention to detail and quality of work.
* High level of professionalism and work ethic.

**Qualification Highlights**

* Developed and implemented an original marketing plan, combined with technical and sales training for Stern Empire and their staff, one of the largest dental labs in the country. Resulting in acquiring their business and increasing sales by 60%. In one year, expanded product line to increase business by 140%.
* Promoted from Account Manager to Regional Sales Manager. Increased region's sales by 35% in six month by training sales staff in, Identifying Opportunities, Value Based Selling, and Demand Creation.
* Created and directed regional sales plan, education and marketing for NPI (new product introduction) of Artex Articulators producing highest sales in the company.
* Successfully prepared and executed regional budget, P&L statement and business plan improving profitability by 32%.
* Organized, promoted and conducted one of the largest educational programs at the industry trade show, in Chicago IL.

**Employment History**

Jensen Dental, North Haven, CT 1994 to 1998

***Regional Sales Manager for TX, LA, OK, KS & MO***

Responsibilities included creating, managing and reporting annual sales plans and sales budgets. All field sales activities including travel, agendas, managing expenses, recruiting and training sales staff, forecasting and territory analysis. Customer visits, presentations, negations and marketing. Organizing and conducting educational seminar and trade shows.

***Regional Sales Representative for TX & LA***

Responsible for identifying and developing new accounts, servicing and selling to existing accounts, field sales visits and presentations to service sell and broaden all product lines using *Demand Creation* and *Value Based Selling*. Organizing, selling and conducting educational seminars. Developing business plans and marketing.

Healthtrax Fitness and Wellness, Enfield, CT 1992 to 1994

***Sales Representative***

Consistently met and exceeded sales goals. Generated Lead through member relationships, business contact and marketing programs. Awarded *Sales Rep of The Year*.

Express Retail Store, Farmington / Manchester, CT 1989 to 1992

***Store Manager/Assistant Manager***

Responsible for all aspects of running the business including; retail sales and promotions, coast control, hiring and training, scheduling, inventory, merchandising and displays. Increased store profits by over 20%. Received store manager award.

***Sales Associate***

Sold clothing and accessories at retail level. Increased sales by developing in-store promotion. Managed stock and inventory.

**Education**

University of Connecticut, Storrs, CT *1991*

*B.S., Fashion Merchandising / Marketing*

**Skills**

• Proficient with computer and Windows based applications including Microsoft Office Word, Excel, Outlook and PowerPoint.

**Training**

Management Training Program, Jensen Dental, 1996

Business Plan Writing, seminar, 1995

Value Based Sales Training, Jensen Dental, 1994

Sales Training Program, Helthtrax, 1992

**Volunteer**

Burr Elementary School, Higganum, CT 2010 to Present

Active PTO member with fundraisers, Cultural Arts Committee, Special Events Committee, classroom volunteer and reading program

Hebron Interfaith Human Serviced - Food ban, Hebron, CT 2010 to Present

Board of Directors/ Assistant Secretary and food distribution

Florence Elementary School, Keller, T 2006 to 2010

Vice President of PTO, Cultural Arts Committee Chairperson, Junior Achievement Program Director/teacher. Classroom assistant and Chaperone

John Lyman Elementary School, Middlefield, C 2004 to 2006

PTO member, Fundraisers, Classroom assistant

Co-Op Nursery School, Durham, CT 2001 to 2004

Served as President on the Board of Directors for this profit school. Volunteered as Teaching Assistant and on Fundraising committee (organized Kiddy Carnival to raise money for the school).

* Organized and implemented “End of Year Party” for 150 students plus parents including food, games, entertainment, staffing and fundraising.
* Organized and conducted school Carnival & Silent Auction fundraiser for 400 students plus guests. Resulting in 85% increase in previous year’s profit.
* Chairperson of PTO National Art Program. Developed marketing and conducted classroom presentations to increased student participation by 600%.
* As President of the CO-Op Nursery School (non-profit), increased previous year’s cash flow by 40%.