

Ethan Clarke

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Professional Summary

Motivated Junior Sales Executive with 2+ years of experience in B2B and B2C sales within the technology and retail sectors. Strong ability to build rapport with clients, assist in lead generation, and support sales teams to meet targets. Eager to develop skills in sales strategy, negotiation, and account management while contributing to company growth and success.

Key Skills

- B2B & B2C Sales Support
 - Lead Generation & Prospecting
 - CRM Tools (Salesforce, HubSpot)
 - Excellent Communication & Interpersonal Skills
 - Customer Needs Assessment
 - Cold Calling & Networking
 - Product Demonstrations
 - Team Collaboration & Support
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Professional Experience

Junior Sales Executive

GlobalTech Solutions Pte Ltd | Singapore

Mar 2023 – Present

- Assisted senior sales team in generating leads and scheduling client meetings, contributing to a 15% increase in sales pipeline.
- Supported product demonstrations and provided clients with detailed information about product features and benefits.
- Maintained and updated customer records in CRM, ensuring accurate tracking of communication and follow-up.
- Worked closely with the marketing team to identify potential clients and deliver targeted campaigns.

Sales Intern

Sunrise Electronics | Singapore

Jul 2021 – Feb 2023

- Assisted with lead generation and prospecting through cold calling and email outreach.
 - Supported account managers in preparing sales presentations and reports for potential clients.
 - Gained hands-on experience with CRM tools, helping to maintain up-to-date contact lists and sales records.
 - Collaborated with the sales team on weekly meetings, providing feedback on sales strategies and client interactions.
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Education

Bachelor of Business Management (BBM)

Singapore Management University (SMU) | 2023

Certifications

- Sales Fundamentals Training – 2023
 - Basic Negotiation Skills Workshop – 2022
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Languages

- English – Fluent
- Spanish – Native