

# SARAH TOMLINSON

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Energetic sales manager with superb communication skills and the proven ability to reach goals. Excels at working in a team environment while able to deliver independent results. Outstanding persuasive skills with the ability to build relationships with existing customers while adding new customers. Eager to inspire sales teams to exceed customer expectations,

## PROFESSIONAL EXPERIENCE

### SALES MANAGER

XYZ Solutions, Oakbrook, IL | July 2019 - Present

- ◆ Surpassed sales goals by 23% in 2019
- ◆ Recognized for superior dedication to the company as "Employee of the Month" in February 2020
- ◆ Prepares daily work schedule for ten employees
- Ensures adequate volume of merchandise is available at all times
- Maintains customer satisfaction with existing accounts while adding new customers

### SALES INTERNSHIP

B4I Products, Oakbrook, IL | September 2018 - June 2019

- \* Assisted the sales team with designing and implementing marketing campaigns
- ◆ Conducted internet research for new sales Leads
- ◆ Posted regularly on social media (Facebook and Twitter)
- ◆ Supported the sales team as needed

## EDUCATION

### BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

Roosevelt University, Chicago, IL | September 2015 - June 2019

## KEY SKILLS

- ◆ Excellent communication and interpersonal skills
- ◆ Ability to influence and persuade
- ◆ Strong negotiating skills
- ◆ Works well in high-pressure situations
- ◆ Expert in PowerPoint presentations
- ◆ Strong computer skills, including MS Office and Google Docs
- ◆ Superb problem-solving skills and leadership abilities

## CERTIFICATIONS

- Certified Inside Sales Professional (CISP)
- Certified Sales Leadership Professional (CSLP)