

# Laura Robinson

## Sales Coordinator

### ABOUT ME

A goal-oriented and experienced sales coordinator who excels at developing and implementing new sales strategies, conducting sales reports, and preparing sales contracts.



#### ADDRESS

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USA



#### PHONE

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### EXPERIENCE

April 2021 – Present

Sales Coordinator • Northwind Traders • USA

February 2019– March 2021

Sales Representative • Northwind Traders • USA

June 2016 – January 2019

Sales Representative • Northwest Trading Enterprises • USA

### EDUCATION

**Northwest University**

Bachelor's Degree in Business

### SKILLS

- Proficient in Microsoft Office apps (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook)
- Excellent communication and interpersonal skills
- Good organizational skills
- Excellent attention to detail with good analytical skills
- Bilingual (English/French) competency