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|  | Laura Robinson Sales Coordinator | | | | | | |
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| 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.    GPS icon **ADDRESS** 4726 11th Ave. N.E. Seattle, WA 98105 USA  Phone icon **PHONE** (206) 555-1189  email icon **EMAIL** laura.robinson@mail.com | |  | EXPERIENCE | | |  |
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|  | 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 | | | |
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|  | EDUCATION | |  | |
|  |  | |
|  | **Northwest University**  Bachelor’s Degree in Business | | | |
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|  | 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 | | | |
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