

Mai Sawo

SUMMARY

B2B Business Sales Representative with a strong interest in entering the job market to put my knowledge into practice. I am a hardworking, communicative and committed person. I am looking forward to an opportunity to gain more work experience.

SKILLS

- AI & Digital Transformation
- Marketing Automation Tools
- Digital Marketing & CRM (HubSpot)
- Digital Sales Optimization
- Microsoft Office Word
- Microsoft Excel
- Microsoft PowerPoint
- Social Media
- B2B sales
- Customer rapport
- CRM technologies
- Business development
- HubSpot

EXPERIENCE

February 2025 - Current

Account Manager B2B Intern SverigeTalare | stockholm, Sweden

- Managed customer communication via email and SMS for efficient follow-up and customer satisfaction.
- Used HubSpot CRM to manage customer interactions, ensuring quick follow-up and personalized service.
- Responsible for scheduling meetings and coordinating with clients to ensure smooth business processes.
- Worked independently and collaborated with the team via Slack for seamless communication.

September 2024 - November 2024

Marketing & Sales Intern SverigeTalare | Remote

- Optimized digital sales processes with HubSpot CRM
- Created and managed HubSpot sequences for automated customer follow-ups
- Analyzed customer insights and improved marketing strategies
- Worked independently and communicated via Slack for team coordination

August 2022 - November 2022

Accounting Assistant (Intern) Danderyd FuktPatrullen | Danderyd

- During my internship in economic assistance, I gained expertise in accounting, invoice management, and reporting. I worked with Fortnox and Visma, handled ongoing accounting and monthly closings, and managed supplier and customer invoices to ensure timely payments.

January 2023 - january 2025

Nurse Botkryka kommunen | stockholm, Sweden

- Collated medical data for patient records, maintaining strict confidentiality.

April 2023 - january 2024

Youth Coach Botkyrka kommune | Stockholm, Sweden, Sweden

- Plans and leads training sessions, Motivates young athletes, Organizes events

EDUCATION

May 2022 - december 2022

Buyer Assistant Program | Retail and Purchasing
Astar Stockholm, Stockholm

August 2018 - june 2021

Health & Social Care | Nurse
Widerströmska Gymnasium, Stockholm

August 2023 - may 2025

Företags säljare B2B | Account manager B2B
TUC Vocational College, Tranås

LANGUAGES

English:

Swedish:

