

ALTIN EFENDIJA

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EDUCATION

Northeastern Illinois University

Chicago, IL
Business Administration

May 2017

PROFESSIONAL HISTORY

Exotic Motors

Rolling Meadows, IL
Sales Consultant/Finance Manager

November 2015- Present

- Qualifying buyers by understanding buyer's requirements and interests; matching requirements and interests to various models; building rapport
- Closing sales by overcoming objections; asking for sales; negotiating price; completing sales or purchase contracts
- Responsible for building relationships with prospective clients and educating them
- Advising customers regarding payment options; loans and leasing banking terms
- Collecting, Interpreting and reviewing financial information
- Producing financial reports related to budgets, accounts payables, account receivables
- Reviewing, monitoring and managing budgets
- Analyzing market trends and competitors
- Advise on investment activities and provide strategies that the company should take

The Power Company

Chicago, IL
Sales and Marketing Manager

August 2014- November 2015

- Responsible for monitoring outgoing sales performances to encourage and ensure continuing sales growth
- Responsible to gather market feedback on customers, products and prices for the company
- Lead and direct the sales team
- Continually assess our marketing techniques and their efficacy in affecting sales
- Collaborate with the marketing team to creatively reach more potential customers
- Cultivate and deepen client relationships and partnerships that add value

Infinite

Chicago, IL
Sales and Marketing Manager

June 2014- August 2014

- Oversee day to day sales, monitoring, and forecasting to better understand the market
- Responsible for specific sales and marketing presentations
- Responsible for building relationships with prospective clients and educating them on the product
- Own Ultimate responsibility for successfully meeting or exceeding sales goals
- Work collaboratively with the sales team to assess current projections

Charter Fitness

Niles, IL
Management-Sales

January 2014- June 2014

- Responsible for answering incoming inquiries via phone, email or walk-in and obtain appropriate information to guest
- Responsible for coordinating schedules for both personal trainers and group fitness classes
- Responsible for guiding customers with regards to latest promotions, membership discounts, special events, equipment demonstrations, ongoing programs and in-house services
- Responsible for selling all products and services to drive membership sales
- Responsible for completing cash drawer reports at start and end shifts

Marina Towers Condo Association

Chicago, IL
Engineering Assistant

June 2011- December 2013

- Provide direct assistance to building maintenance engineers or other repair / maintenance staff in installing, maintaining, and repairing
- Responsible for assisting maintenance staff with turnover of apartments which includes painting, minor electrical and plumbing
- Provided administrative and operational support to the chief engineer in all matters, including staffing budgeting, installation costs, etc.
- Responsible for providing great customer service in all times to building attendees and visitors

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PROFESSIONAL SKILLS

- Leadership
- Analytical/ Quantitive skills
- Meeting deadlines
- Fluency in Albanian and French
- Problem Solving
- Flexibility / adaptability
- Multitasking
- Proven ability to build relationships
- Detail Oriented
- Data collection/entry/analysis
- Strong communication skills (written and verbal)
- Customer service
- Strong work ethic
- Strong interpersonal skills
- Strong organization and analysis skills
- Results driven and analytical

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