**Nicole A. Edelman**

735 West Irving Park Road Apt 3 Mobile: 413-230-8384

Chicago, IL 60613 NicoleNevers@hotmail.com

**Education**

*B.A. in History: Emphasis on China* Beloit College, 2006

**Professional Experience**

*Political Associate at KNI Communications (Part-Time: September 2015 to Present)*

* Canvass constituents, obtain constituents’ signatures to get candidates on the ballot, attend political events supporting candidates
* Provide administrative support including graphic design services of promotional materials
* Assist in donation procurement and processing

*Account Manager at Jexet Technologies (October 2015 to February 2016)*

* Lead generation via social media, cold calling, and in person canvassing for an Information Technology service consultancy
* Author client presentations and organize client meetings
* Update and administer the company’s internal CRM system
* Create marketing materials, including a monthly newsletter

*Account Manager at Digerati Group (Project Based: March 2015 to June 2015)*

* Cold calls and organic sales calls with existing clients for an Information Technology service consultancy
* Generate leads using social media, networking events, and trade shows
* Maintain and update company CRM system

*Business Development at Minuteman Press (Project Based: December 2013 to September 2014)*

* Cold calls, attend business networking events, trade shows, and build relationships utilizing social media
* Assist in graphic design of printed materials via Adobe Suite
* Answer RFPs and BIDs for both public and private procurement processes

*Project Coordinator at Quad/Graphics Creative Solutions (Temporary Position: November 2013)*

* Copyedit, proof, and reformate pages of educational textbooks
* Assist in page design using Adobe InDesign and Adobe PhotoShop

*Project Coordinator: Features at Translucent Publishing (September 2013 to November 2013)*

* Telephone sales targeting C Level executives to secure an in-depth article featuring them and their company
* Lead generation through social media

*Commercial Relocation Specialist, Document Destruction Specialist, and Community Strategist at Midway Moving and Storage (March 2013 to June 2013)*

* Inside sales of moving services and document destruction services to businesses
* Appointment setting of presentations, as well as general sales support
* Assist with SEO marketing project, creating marketing literature, and utilize social media to improve brand awareness

*Freelance Copywriting, Social Media, and Marketing Consultant (2009-2013)*

*Telephone Sales Representative at TTC Marketing Solutions (Spring and Summer 2008)*

*Account Executive at Marcus Evans (Winter 2008)*

*Imaging Consultant at Gamma Imaging (Fall 2007)*

*Account Executive at Active Communications International (Summer 2007)*

*Administrative Assistant at ProTen Realty (Spring 2007)*

**Highlights and Qualifications**

**Sales**

● *Lead Generation and Internet Research:* I excel at locating the correct prospects through networking events and social media. I am exceptional at researching future clients and their respective companies.

● *Cold Calling:* I am adept at maneuvering around gatekeepers to decision makers both on the phone and in person. Informed by extensive inside sales experience, my demeanor is enthusiastic, confident, and direct.

● *Networking and Trade Shows:* I am outstanding at building relationships during face-to-face business development events. I am a results focused participant who successfully maximizes the potential of any function.

● *Proposals and Negotiation:* I am adept at creating quotes and proposals. I excel in the closing process, especially negotiating terms and pricing.

● *RFP and BID:* I am skilled at writing proposals tailored to the needs of procurement officers for both the public sector and the private sector.

**Administration and Marketing**

● *Computer Related Work:* I have a solid understanding of how to use Microsoft Office (Word, Power Point, Excel, Access and Outlook). I am experienced with Adobe Photoshop, Adobe InDesign, and Adobe Illustrator. I am competent with Google Platforms and QuickBooks.

● *Administrative Support:* I have mastered answering phones professionally, composing polished emails, managing office supplies, and arranging meetings.

● *CRM and Databases:* I have utilized Salesforce as well as several other similar client history oriented databases. My entries showcase due diligence, in-depth attention to detail, and my superior organizational skills.

● *Social Media:* I masterfully harness the potential of LinkedIn. In addition, I am well versed using Facebook, Google+, Pinterest, YouTube, and Twitter as tools for marketing and building client relationships. My specialty is following up on these online introductions to further my professional contacts and build brand loyalty.

● *Newsletters and SEO:* I have experience creating and curating content for a monthly newsletter. I also have worked with SEO (mainly GoogleAd words) to improve the online presence of my employer.

● *Photography and Graphic Design:* I have a comprehensive understanding of how to shoot dynamic, professional images. My design skills provide sleekly created pieces that are print ready.

**Customer Service and Leadership**

● *Inter-Personal Abilities:* I keep open lines of communication and I am proficient at finding diplomatic solutions to problems. I work well in groups as both a leader and a follower.

● *Communication Skills:* I have strong written and oral communication skills. My approach allows me to work seamlessly and effectively within a team. I am articulate when conducting meetings or presentations for clients.

● *Client Relationships:* I am talented at resolving conflicts with clients and de-escalating difficult situations.

● *Language:* I have conversational knowledge of Mandarin Chinese and Spanish.

**References Provided Upon Request**