

Jingxue Jin

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Objective

Demonstrated ability in the provision of sales supports services. Includes establishment of the client base, extensive customer servicing, telemarketing, cold calling and sales territory development.

Consistently met/exceeded sales goals and instituted sales programs; sales increased from \$50000 to \$60000 in one month.

Experience

Henan YIBAISHILIANGYOUSHANGMAO Inc.

General Manager

Yulan Liang, Kaifeng, China

2010.10-2011.3

Respond to and resolve customer complaints

Manage office operations and produce correspondence.

Interact with customers, providing advice in the selection of products.

Shanxi JianYeCaiGangGangGouChang

TRAINEE MANAGER

Suichao Jin, Xi'an, China

2009.1- 2010.9

Understanding of organizational structures.

Accustomed to working with senior management

Able to communicate and present confidently, clearly and expressively.

Education

Florida International University

Expected May 2015

Bachelor of International Business

Skills

Knowing Microsoft Office Package, Excel, Word, Powerpoint.