## Sales Representative Resume Sample 2

**Barbara Sims**

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### A. Summary

Talented, young, and highly-motivated sales representative looking for a position in a challenging environment where I can show off all my skills, as well as my knowledge and education. I have an exceptional talent when it comes to driving the growth of sales. I am also planning on advancing my career in a company that is looking forward to growing and becoming the best alongside me.

### B. Working Experience

* **October 2015 – Present – Eagle and Lion Corporation, Princeville, Hawaii**

**Responsibilities:** participate in trainings, take notice of customer’s complaints, propose a solution for said complaints or escalate them to my managers, keep up the client database, update it regularly, take cold calls, convert calls into leads, make small-scale sales based on the leads from the cold calls, propose ideas for innovative marketing plans that could forward sales and up their levels, enlarge the customer data base by adding more clients to it, participate in meetings and social events for networking reasons, research the market for new opportunities, make use of social media to discover competitor strategies.

### C. Education and Academic Training

* In the course of graduating from University of Mauna Loa, Princeville, Hawaii, Science and Economics
* I possess an online marketing certificate from the Institute of Online Professional Marketers. I received it in 2015
* High school degree from the Beach Side High School dating from 2014

### D. Job Related Skills

* The ability to take initiative
* Finding solutions on my own
* Setting goals
* Marketing and Sales knowledge
* Great communicator, both face-to-face, digitally, and on the phone
* I am naturally persuasive
* Driven and determined
* Excellent knowledge of the Microsoft package, especially Word, Excel, Outlook, and PowerPoint
* Working knowledge of Corel and Photoshop
* The ability to handle a database
* Loyalty towards company and brand
* Very well-nurtured skills for customer service
* Eager to learn
* Very strong presentation skills
* The ability to create and present a pitch
* Can spot opportunities when they arise

### E. General Skills

* Very convincing
* Pleasant person
* Lovely appearance
* Fluent in English and French
* A people’s person
* Team player
* Willing to take on extra hours if my academic schedule allows it
* A thirst for proving myself