## Sales Representative Resume Sample 1

**Michael Kramer**

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### A. Summary

A hardworking sales representative with many years of experience. I am known in the industry for being a so-called ‘sales shark.’ It means that I have the drive and determination to find new customer leads and convince them all to buy the products and services that I am selling. I strive to produce optimal levels of sales every quarter, and I have a very positive attitude and will to work as hard as it takes to achieve the company’s goals.

### B. Working Experience

* **July 2012 – September 2016 – Golden and Moore Company, Clifton, Arizona**

**Responsibilities:** supervise the already established customer accounts, contact the clients on a regular basis to ensure that we have an efficient and working relationship, maintain the relationship with all the customers of the company, write proposals for the clients, prepare sales contracts, prepare presentations and pitches, analyze the current market potential, research prospective customers and turn them into leads, analyze the potential profit for the company they may bring in, check the quality of the account services, produce reports on a regular basis, including reports for upper management, reduce the stock via organized sales, train the new employees in the company.

**Achievements:** Managed to enlarge the company’s customer basis by participating in events and meetings and create strong networks. Successfully handled all the complaints the company received from its patrons without losing any one of them.

* **September 2010 – January 2012 – WB&KL Company, Clifton, Arizona**

**Responsibilities:** Implement new sales strategies within the company, attract new clients, increase sales, prepare new marketing plans, increase the firm’s profit margins, train new recruits in the marketing department, educate clients with regards to the company’s policies, supervise the client database so that we have an ongoing relationship with our customers, protect the image of the company by making sure that the quality of all its products and services was up to par.

### C. Education and Academic Training

Graduated from the University of New League in 2008 with a Bachelor’s Degree in Economics.

### D. Job Related Skills

* An outstanding ability to transform cold calls into leads and then into sales.
* The ability to envisage opportunities via techniques of consultative marketing
* Exceptional customer service skills which have led clients to recommend myself or the company I was working for to others.
* Vast knowledge in marketing and sales thanks to my academic background as well as extensive experience in the field.
* Ability to conduct marketing research
* Can point out new and profitable markets.

### E. General Skills

* Driven
* Communicative
* Outspoken
* Friendly nature
* Hard worker
* Goal oriented
* Confident
* Leadership skills