

# Sample Resume

📍 Complete Address 📞 Telephone Number ✉ E-mail Address

## SALES MANAGER

PHARMACEUTICAL PRODUCTS | MEDICAL DEVICES

### QUALIFICATIONS PROFILE

#### Areas of Expertise:

Sales Management  
Prospecting  
Project Development and Implementation  
Sales and Marketing  
Training and Development  
Negotiation and Closing  
Customer Service Management  
Strategic Planning  
Presentation / Articulate Communication Skills

Self-motivated, persuasive, and results-driven professional with extensive and progressive skills and background in sales management; exemplify strong ability to maintain productive relationships with all levels of professionals. Exceptional qualifications in identifying and capturing market opportunities to accelerate expansion, increase revenue, and improve profit contributions. Highly adept in customer acquisition, account management and retention, and business development; enthusiastic in pursuing a career in the pharmaceutical sales industry.

- Dynamic sales and communication skills with aptitude to independently multitask, plan, and direct demanding operations and complex schedules
- Resourceful problem solver with the ability to conceptualize cost-effective solutions to challenging situations while maintaining professional image
- Thorough, detail- and process-oriented with strong follow-through skills; sincere and honest individual with high level of personal and professional integrity
- Recognized by staff as a dependable leader with exceptional expertise in maximizing resources and profound ability to motivate and encourage others

### PROFESSIONAL EXPERIENCE

XPRESS FUNDING, Boca Raton, FL ▪ 2005-2009

#### OPERATIONS MANAGER

Oversaw daily operations of the business, including administration of 7 sales managers and a team of 5 to 15 sales representatives. Collaborated with all sales managers to ensure proper execution of strategies and techniques, achievement of overall goals, and motivation of sales team by providing incentives. Developed, updated, and implemented all corporate sales materials and scripts. Held responsible for maintaining and decreasing cost by utilizing highest available technology and equipment. Analyzed and interpreted lead to closing ratio for each sales team and supervised proper changes when necessary to ensure most effectual use of leads. Worked with the CEO daily and conveyed to him the latest P&L statement updates on a weekly basis to present continuous growth throughout the company. Managed sales calls for quality control and compliance. Recruited and discharged personnel.

#### Notable Accomplishments

- Appointed to assume operations manager position due to consistent achievement of highest individual and team sales objective in the company for three successive years
- Carried out a complex and significant role in developing the company to attain its all-time highest-record with approximately \$250,000 gross revenue in just a month

#### SALES MANAGER

Optimized sales and productivity from each sales consultant by working closely with the Operations Manager. Organized appointments and conducted outside sales. Prepared sales spreadsheet every day in order for upper management to measure the productivity of each individual and the company. Conducted weekly sales meetings to teach staff on new sales techniques, answer questions, receive feedbacks, and demonstrate ways to become a productive sales consultant. Assisted sales consultants in closing their deals when problem arises. Oversaw recruitment procedures for new sales talents in the company.

#### Notable Accomplishments

- Recognized as monthly top individual producer for three consecutive years, generating an average of \$3,000,000 in total closed loans per month

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- Coached and administered a team of six to nine employees that was constantly recognized as the highest-producing team companywide for three years in a row
- Developed and implemented a lead management system, which maximized efficiency and productivity of the business

**GOLD'S GYM, Boca Raton, FL ▪ 2002-2005**

### **SALES MANAGER**

Performed multiple responsibilities to efficiently operate the entire business, including organizing and facilitating presentations, overcoming objections, closing sales, and conducting cold calling and networking to elevate lead base. Organized appointments with the management of large companies to convince them to hold presentations for their personnel in their workplace on monthly basis to develop high volume of sales in short period of time. Collaborated with the Chambers of Commerce to form larger networking circles for sales consultants. Scheduled daily meetings to train and motivate consultants. Arranged promotions with various industry-related companies in order to market services to larger audience.

#### **Notable Accomplishments**

- Commended as top-producing manager in all four locations for three consecutive years; excelled in an exceedingly competitive environment
- Led and mentored a sales team of seven employees to constantly be the top club throughout the company
- Developed corporate accounts to produce high-volume sales while ensuring future business
- Drove the club to attain a record-breaking 386 memberships, totaling to \$69,548 in January 2004

**GREGG'S RESTAURANT, Warwick, RI ▪ 1999-2001**

### **ASSISTANT MANAGER**

Managed opening and closing procedures while coordinating schedule and administration of 30 personnel. Entertained guests to ensure quality service. Handled customer complaints and resolved conflicts to maintain company's integrity. Supervised employees, including their complaints and concerns to guarantee outstanding workforce and environment.

#### **Notable Accomplishment**

- Successfully optimized productivity and profits through proper scheduling and operation of cost controls

### **EDUCATION**

**BACHELOR OF SCIENCE IN BUSINESS, MINOR IN PSYCHOLOGY (2001) AND SOCIOLOGY (2000)**

John & Wales University, College of Business, Providence, RI

### **AFFILIATION**

Zeta Beta Tau Fraternity, *Member / Membership Development Director / Rush Chairman*