

SALES SPECIALIST

Objective

To obtain a position in a challenging environment that presents the opportunities for growth and knowledge; where I can maximize and apply my work ethic, time management skills, management techniques, quality assurance skills, and scientific knowledge.

Education

Bachelor of Science : Biology , May 2016 University of Houston $\frac{1}{4}$ City , State Minor in Health Science

Experience

Sales Specialist

December 2014 to Current Company Name $\frac{1}{4}$ City , State

- Processed sales, payments, credits, refunds and exchanges in a high volume environment.
- Assisted customers in person/ remotely with IT setup, including data migration and app installation.
- Introduce corporate and small businesses to IT repair, device management, and financing services.

Vice President

May 2014 to Current Company Name $\frac{1}{4}$ City , State

- Negotiated relationships with sponsors, clients, and external organization on marketing initiatives.
- Organized and implemented community events/ fundraisers, with over 500 people in attendance.
- Established multiple \$1,000 scholarships, while retaining sizable account balance for next administration.

Lab Assistant

September 2013 to January 2014 Company Name $\frac{1}{4}$ City , State

- Maintained highly detailed records of all procedures, methods, and materials utilized on specimens.
- Demonstrated leadership skills while coordinating a diverse team tasked with independent assignments.
- Technical skills manipulating sensitive model organisms, hazardous materials, and fine tuned equipment.

Qualifications

- 3 years of experience within Sales, IT, and Consulting
- Apple CRM: proprietary CRM software used to organize client information, track leads, and finalize sales
- SAP Inventory Management: Software to track product movement, catalog merchandise, and audit for loss
- iOSdm Hub & Jamf device management platform to maintain functionality, and push software updates
- Conducted research on model organism, fruit fly (*Drosophila, melanogaster*)

Skills

- Bilingual (Bangla & English)
- Staff mentoring and development
- Motivated and self-driven business acumen
- Strong customer service experience
- Exceeds performance and sales quotas
- Held leadership roles within university/community organizations
- Advanced mathematical aptitude
- Knowledgeable with computers and other technical skills (Windows/Mac)