

## SALES

### Summary

To obtain a challenging position with an organization that offers the opportunity for professional growth and where I can contribute my knowledge and skills to benefit your company.

### Experience

#### Sales

April 2013 to December 2014 Company Name i¼ City , State

Greet customers in a prompt and professional manner.

This may be in the showroom, outside on the lot or in the service or parts departments.

All customers regardless of their reason for being at the dealership will be greeted and directed to the proper department or staff member.

Assist customers by helping them find a vehicle, test drive and demonstrate the features and benefits of vehicles.

Answer the questions of the customers and assist them in every aspect of buying an automobile.

Negotiate price, terms and conditions and follow the direction of the sales manager on duty.

Escort customers throughout the sales process according to automobile sales system that is in place at the dealership.

Make follow up calls to past or potential customers.

Ask for referrals and repeat business. Â

Contacted new and existing customers to discuss how their needs could be met with specific products and services.

Quoted prices, credit terms and other bid specifications.Negotiated prices, terms of sales and service agreements.

Responded to all customer inquiries in a timely manner.

#### Sales Associate

January 2013 to April 2013 Company Name i¼ City , State

- Greet customers in a prompt and professional manner.
- This may be in the showroom, outside on the lot or in the service or parts departments.
- All customers regardless of their reason for being at the dealership will be greeted and directed to the proper department or staff member.
- Assist customers by helping them find a vehicle, test drive and demonstrate the features and benefits of vehicles.
- Answer the questions of the customers and assist them in every aspect of buying an automobile.
- Negotiate price, terms and conditions and follow the direction of the sales manager on duty.
- Escort customers throughout the sales process according to automobile sales system that is in place at the dealership.
- Make follow up calls to past or potential customers.
- Ask for referrals and repeat business.

#### Sales Associate

November 2012 to January 2013 Company Name i¼ City , State

- Greet customers in a prompt and professional manner.
- This may be in the showroom, outside on the lot or in the service or parts departments.
- All customers regardless of their reason for being at the dealership will be greeted and directed to the proper department or staff member.
- Assist customers by helping them find a vehicle, test drive and demonstrate the features and benefits of vehicles.
- Answer the questions of the customers and assist them in every aspect of buying an automobile.
- Negotiate price, terms and conditions and follow the direction of the sales manager on duty.
- Escort customers throughout the sales process according to automobile sales system that is in place at the dealership.
- Make follow up calls to past or potential customers.
- Ask for referrals and repeat business.

#### Sales Associate

March 2011 to October 2012 Company Name i¼ City , State

- Greet customers in a prompt and professional manner.
- This may be in the showroom, outside on the lot or in the service or parts departments.
- All customers regardless of their reason for being at the dealership will be greeted and directed to the proper department or staff member.
- Assist customers by helping them find a vehicle, test drive and demonstrate the features and benefits of vehicles.
- Answer the questions of the customers and assist them in every aspect of buying an automobile.
- Negotiate price, terms and conditions and follow the direction of the sales manager on duty.
- Escort customers throughout the sales process according to automobile sales system that is in place at the dealership.
- Make follow up calls to past or potential customers.

- Ask for referrals and repeat business.

#### Sales Associate

November 2010 to March 2011 Company Name i¼ City , State

- greet customers in a prompt and professional manner.
- This may be in the showroom, outside on the lot or in the service or parts departments.
- All customers regardless of their reason for being at the dealership will be greeted and directed to the proper department or staff member.
- Assist customers by helping them find a vehicle, test drive and demonstrate the features and benefits of vehicles.
- Answer the questions of the customers and assist them in every aspect of buying an automobile.
- Negotiate price, terms and conditions and follow the direction of the sales manager on duty.
- Escort customers throughout the sales process according to automobile sales system that is in place at the dealership.
- Make follow up calls to past or potential customers.
- Ask for referrals and repeat business.

#### Leasing consultant temp

June 2010 to October 2011 Company Name i¼ City , State

- Assisted in daily operations of an 800 unit apartment community Met with prospective tenants to show apartments Screened rental applicants Prepared lease agreements Collected rents and security deposits Responded to residents' concerns Worked with maintenance staff Prepared work orders.

#### Leasing consultant

January 2008 to January 2009 Company Name i¼ City , State

- Assisted management in daily operations of a 250 unit apartment community Met with prospective tenants to show apartments Screened rental applicants Prepared lease agreements Collected rents and security deposits Responded to residents' concerns Worked directly with maintenance staff Prepared work orders.

#### Owner , Manager

January 2005 to January 2008 Company Name i¼ City , State

- Responsible for daily operations of 100 seat restaurant Responsible for hiring/ firing of all employees Maintained daily/ weekly schedules Daily inventory of kitchen and bar supplies Oversaw all catering events Created business plan and marketing strategies Advertised Designed restaurant and menu Built client base.

#### Education

Diploma : Graphics Design , 2003 Lansdale School of Business i¼ City , State , US

#### Graphics Design

Associates Degree : Office Operations Management , 2005 Lansdale School of Business

#### Office Operations Management

Pennsylvania Real Estate License : 2012 Schlicker Kratz R/E Institute Licensed

#### Skills

Ask, benefits, business plan, client, direction, features, firing, hiring, inventory, marketing strategies, Real Estate, sales, sales manager