

SALES MANAGER

Professional Summary

Accomplished and energetic with a solid history of achievement in sales. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include Meeting Goals, Negotiation and Selling to Customer Needs.

Interests

Music Production, Graphic Art and Design and Fitness Training

Skills

• Computers and Electronics

• Administration and Management

• Critical Thinking

• Negotiation

• Persuasion

• Sales and Marketing

Experience

01/2010 to Current

Sales Manager Company Name 1/4 City , State

- Resolve customer complaints regarding sales and service.
- Direct and coordinate activities involving sales of manufactured products, services, commodities or other subjects of sale.
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service.
- Determine price schedules and discount rates.
- Confer with potential customers regarding equipment needs and advise customers on types of equipment to purchase.
- Review operational records and reports to project sales and determine profitability.
- Direct foreign sales and service outlets of an organization.
- Advise dealers and distributors on policies and operating procedures to ensure functional effectiveness of business.
- Monitor customer preferences to determine focus of sales efforts.
- Confer or consult with department heads to plan advertising services and to secure information on equipment and customer specifications.
- Direct, coordinate, and review activities in sales and service accounting and record keeping, and in receiving and shipping operations.

07/2007 to 03/2010

Emergency Road Service Technician Company Name 1/4 City , State

- Identify and inflate tires correctly for the size and ply.
- Place wheels on balancing machines to determine counterweights required to balance wheels.
- Raise vehicles, using hydraulic jacks.
- Remount wheels onto vehicles.
- Unbolt wheels from vehicles and remove them, using lug wrenches and other hand and power tools.
- Apply rubber cement to buffed tire casings prior to vulcanization process.
- Reassemble tires onto wheels.
- Drive automobile or service trucks to industrial sites to provide services or respond to emergency calls.
- Replace valve stems and remove puncturing objects.
- Hammer required counterweights onto rims of wheels.
- Inspect tire casings for defects, such as holes or tears.
- Glue tire patches over ruptures in tire casings, using rubber cement.
- Prepare rims and wheel drums for reassembly by scraping, grinding, or sandblasting.
- Assist mechanics and perform other duties as directed.
- Inflate inner tubes and immerse them in water to locate leaks.

03/2005 to 09/2007

Wholesale Food Supplier Company Name 1/4 City , State

- Sell and keep records of sales for products from truck inventory.
- Maintain records, such as vehicle logs, records of cargo, or billing statements, in accordance with regulations.
- Drive vehicles with capacities under three tons to transport materials to and from specified destinations, such as railroad stations, plants, residences, offices, or within industrial yards.
- Wrap, weigh, label and price cuts of meat.
- Prepare special cuts of meat ordered by customers.
- Cut, trim, bone, tie, and grind meats, such as beef, pork, poultry to prepare meat in cooking form.
- Total sales, and collect money from customers.
- Use knives, cleavers, meat saws, bandsaws, or other equipment to perform meat cutting and trimming.
- Cut and trim meat to prepare for packing.
- Inspect meat products for defects, bruises or blemishes and remove them along with any excess fat.
- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Total sales, and collect money from customers.
- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Negotiate prices, discount terms and transportation arrangements for merchandise.
- Consult with store or merchandise managers about budgets or goods to be purchased.
- Collect money from customers, make change, and record transactions on customer receipts.
- Drive trucks to deliver such items as food, medical supplies, or newspapers.
- Write customer orders and sales contracts according to company guidelines.
- Inform regular customers of new products or services and price changes.
- Record sales or delivery information on daily sales or delivery record.
- Call on prospective customers to explain company services or to solicit new business.
- Listen to and resolve customers' complaints regarding products or services.

Education

2012

High School Diploma : General Pennsauken High School 1/4 City , State

Additional Information

- Volunteer Activities: Seeds Of Hope - Oct 2013 - present: Serve food, beverages, and desserts in lunchrooms, business or industrial establishments. Community Service, etc.