

SARAH ROGERS

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email goes here

4579 South St.
Jacksonville, MS 92109

Seeking Position As:

SALES MANAGER

Confident, driven and outgoing Sales Executive has acquired 7+ years of experience in sales and customer service management in financial services, advertising services and telecommunication services. Flexible and motivated sales professional is a fast learner and product champion with natural leadership abilities that drive teams to excellence in customer service and sales performance. Reliable and responsible customer service champion is an eloquent speaker that can effectively attract and retain a loyal following of valuable high end clients from various backgrounds and professional levels.

Active and sociable professional is eager to return to the field of sales in a challenging management role within a stable, progressive industry that is looking to take advantage of strengths in key account management, relationship building, consultative sales, problem solving and team building. Accomplished sales specialist has been consistently recognized for exceeding sales goals and for providing exceptional customer service. Very willing to relocate and thrives in work environments that are fast-paced and demanding, can remain professional and composed even in the face of stressful situations.

- ✦ Sales Management
- ✦ Key Account management
- ✦ Strategic Planning
- ✦ Exceptional Customer Service Skills
- ✦ Creative & Practical Problem Solving Skills
- ✦ Team Building

PROFESSIONAL EXPERIENCE

Mayfield & Company

2008 – Present

Clerical/Bookkeeping Assistant
Austin, TX

- ✦ Kept financial records and established, maintained and balanced various accounts using QuickBooks Pro.
- ✦ Posted journal entries and reconciled accounts, prepared trial balance of books, maintained general ledgers and prepared financial statements; prepared files and compiled data for Income Tax Returns.
- ✦ Assisted in calculating and preparing checks for payrolls and for utility, tax and other bills; prepared spreadsheets and calculations for various clients.
- ✦ Completed and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents; prepared other statistical, financial and accounting reports.

FirstLine/Pinnacle

2007 – 2008

Sales Representative/Manager
Vancouver, WA and Raleigh, NC

- ✦ Built rapport and established new business with customers; promoted to a manager and got involved in recruiting new employees.
- ✦ Trained and motivated new employees as well as continued to lead the division in sales; traveled all over the US to promote the company's products and services.
- ✦ Assessed clients' needs and resources and recommended the appropriate products or services; developed reports and proposals as part of the sales presentation to illustrate benefits from use of products and services.
- ✦ Provided sales quotations for acquiring products and services, as well as prepared and administered sales contracts; consulted with clients after sale to resolve problems and to provide ongoing support.
- ✦ Recognized as one of the top 10 employees at FirstLine security; chosen to participate in a company wide contest to potential become "The Prodigy," where the winner would be allowed to start and independent division within the company.

ProfitFuel

2005

Sales/Account Manager

Austin, TX

- ✦ Promoted sales to existing clients to obtain repeat business and referrals; identified and solicited potential clients, usually business owners and high level executives, through cold calling and prospecting using Yahoo!
- ✦ Provided clients with information and presentations on the features and benefits of the company's advertising services.
- ✦ Quoted prices, credit or contract terms, warranties and delivery dates; prepared sales contracts for review and signing.
- ✦ Consulted with clients after sale to resolve any problems and to provide ongoing support; reviewed and adapted to information regarding product innovations, competitors and market conditions.
- ✦ Exceeded sales performance goals consistently; implemented a training course for new recruits to aid in increasing profitability using proven sales techniques and best practices.

MCI Worldcom

2002 – 2005

Customer Service/Sales Representative

Telemarketing/Supervisor

Austin, TX

- ✦ Coordinated, assigned and reviewed the work of customer service/sales representatives engaged in cold calling current and prospective customers to offer new services with MCI, as well as provide information and customer service.
- ✦ Established work schedules and procedures and coordinated activities with other departments; resolved work-related problems, monitored services provided by customer service representatives, and prepared and submitted progress and other reports; trained workers in job duties and company policies; arranged for the requisition supplies and materials.
- ✦ Ensured smooth operation of computer systems and equipment and arranged for maintenance and repair work.
- ✦ Performed the same duties as workers supervised; became the #1 sales representative for the entire Austin call center on numerous reporting cycles and received top 10% in the entire company worldwide recognition; continuously learned new products and services.

EDUCATION & TECHNICAL SKILLS

University of Texas

Bachelor of Arts in Economics and Business, 2009

Texas Interdisciplinary Honors Program

Texas Exes Scholarship

Austin, TX

Microsoft Office Suite ✦ QuickBooks Pro ✦ Advanced Internet Skills

References Gladly Provided Upon Request