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# ARCHITECTURAL SALES RESUME

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## Objective:

Seeking an opportunity to work as Architectural Sales Representative to utilize my sales ability, excellent communication and account management skills in achieving organizational goals.

## Summary of Skills:

- Huge experience dealing with building envelope and building enclosure products
- Vast experience in masonry and commercial construction arenas
- Profound knowledge of masonry construction and materials
- Strong ability to analyze and decipher blueprints, job specifications and perform material take-offs
- Excellent ability to demonstrate market knowledge of the targeted segment
- Excellent written and oral communication skills
- Strong customer presentation skills
- Strong planning and project management skills

## Work Experience:

Architectural Sales Representative  
Pacific Coast Companies, Inc, Draper, UT  
August 2005 to till date

- Promoted Basalite using traditional and digital formats.
- Was accountable for form, content, distribution and maintenance.
- Developed contact with all industry-related organizations.
- Stayed current on design community needs.
- Submitted call reports to Sales Manager when necessary.

Architectural Sales Representative  
Stepstone Inc, Draper, UT  
May 2000 to July 2005

- Looked out for new and administered current National Accounts.
- Followed up and reported information.
- Organized and arranged regular product knowledge seminars with architectural and design firms.
- Monitored meeting results constantly and effectively.

## Education:

Bachelor's Degree in Construction Management  
DePaul University, Illinois, IL

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