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# EXECUTIVE SALES ASSISTANT RESUME

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## Objective:

To obtain the Executive Sales Assistant position that will expand and develop my skills.

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## Summary of Skills:

- Ability to prepare presentations, correspondence, metrics, charts, tables and graphs
  - Familiarity with calendar management, travel arrangements
  - Ability to handle confidential and non-routine information
  - Ability to facilitate communication between appropriate departments
  - Proficient with Office applications – Word, Excel, PowerPoint and Outlook
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## Work Experience:

Executive Sales Assistant  
Fox Entertainment Group, Romeoville, IL  
August 2005 to till date

- Maintained company sales & marketing database through active calling.
- Developed and delivered appointment leads to sales team.
- Performed occasional market research campaigns.
- Monitored inbound requests for information.

Executive Sales Assistant  
DaVita, Romeoville, IL  
May 2000 to July 2005

- Coordinated some travel arrangements.
  - Maintained executive appointment calendar.
  - Prepared information for use in discussions and meetings.
  - Received and screened telephone calls, mail, and visitors.
  - Scheduled Conference Room for conferences and meetings.
  - Prepared check requisitions, travel expense vouchers, reports, and correspondence.
  - Assisted in the preparation of presentations.
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## Education:

Associate Degree in Sales and Marketing  
Northeastern University, Boston, MA

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