
MARKETING AND SALES ASSISTANT RESUME

Objective:

Seeking the Marketing and Sales Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Remarkable experience in executing annual marketing plan
- Ability to travel to potential target marketing areas
- Flexible and cooperative in fulfilling all obligations
- Professional demeanor with excellent telephone etiquette
- Excellent negotiation and public relation skills

Work Experience:

Marketing and Sales Assistant
TELCO PRODUCTS, Wayne, NJ
August 2005 to till date

- Administered out-going call requirements for marketing.
- Assisted in executing the sales, marketing, referral and marketing objectives.
- Assisted in formulating, directing and coordinating marketing and sales activities.
- Assisted in the planning, coordination and preparation of sales meetings.

Marketing and Sales Assistant
Zelenka Nursery, LLC, Wayne, NJ
May 2000 to July 2005

- Coordinated mailing of company calendars and trade show invitations.
- Collected and distributed web site inquiry and search statistics.
- Selected, coordinated and distributed tradeshow support programs
- Created and distributed monthly Sales and Marketing toolkits.
- Maintained and updated public relations publications database..

Education:

Associate degree in Marketing
St. Louis University, St. Louis, MO

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