
Membership Consultant Resume

Job Objective

To obtain a Membership Consultant position in an environment where I will get a chance to utilize my knowledge and my experience.

Areas of Excellence:

- Wide knowledge of the membership sales process, cross-selling and up-selling to members
 - Ability to ask for sale and close a sale
 - Ability to maintain in-depth knowledge of company products and services
 - Ability to work on weekends and multitask
 - Ability to prepare and submit periodic sales activity reports
 - Ability to tour and close prospective members
 - Proficient with Microsoft Word, Excel, and Outlook
 - Excellent customer service skills
 - Superior communication skills
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Professional Experience:

Membership Consultant

AMD, Wheaton, IL, August 2005 – Present

- Transformed phone calls to appointments and sales.
- Aided total leasing efforts and integrated marketing programs.
- Managed closing ratio with regard to community standards.
- Executed administrative duties.

Membership Consultant

Mintel, Inc., Wheaton, IL, May 2000 – July 2005

- Managed all required statistics.
 - Handled membership sales queries.
 - Aided memberships in order to meet sales goals.
 - Extended help with customer service.
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Education:

Bachelor's Degree in Workforce Education & Development

Jacksonville State University, Alabama, AL

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