

# PRINTING MANAGEMENT SPECIALIST RESUME

## Summary:

A dynamic and hardworking person with passion for success and proven years of sales experience and account management; With acquired strong organizational and interpersonal skills; Highly motivated and aggressive with confidence and focused on every aspect of responsibility, results oriented and has deep understanding of the whole sales cycle with ability to immediately pre-qualify target markets and understand customer needs; Possesses the ability to interpret, comprehend and apply complex material and instruction – prepare, provide and convey diversified information; With extensive knowledge in I.T. technology.

## Professional Experience:

Print Management Specialist January 2007 – Present  
Brent Industries, Chicago, IL

## Responsibilities:

- Handled retention, managed existing accounts and accounted for tasks of gaining new market share in a given assigned territory.
- Met or exceeded revenue and gross profit expectations.
- Spearheaded the daily/weekly action plans of individuals and team to assure focused rollout of activities.
- Performed sales activities such as appointment-setting, demonstrations, proposal writing, prospecting of new clients and at the same time, updating of database.
- Took charge of initial dealings with new customers before assigning them to the right agents.
- Maintained accurate paperwork and references on each sale.
- Exhibited great commitment to live to the company's code of ethics, values and more importantly, sales targets.
- Carried out other duties and work load, as assigned.

Senior Sales June 2004– January 2007  
Brandon & McMahon, Inc., Dallas, TX, USA

## Responsibilities:

- Monitored and prepared daily and weekly action plans of individuals as well as the rest of the team to ensure synchronous communication and fluidity of work.
- Met or exceeded revenue and gross profit expectations set forth by management.
- Pursued prospective accounts and continued sales activities such as demonstrations, appointment-setting, proposals writing, telemarketing and customer update initiatives.
- Competitively proposed end-to-end solutions by maintaining constant updates in changes in technology.
- Served as the first line and single point of contact with customers.
- Maintained accurate paperwork in line with the sales orders and deliveries.
- Performed other duties outside job scope when needed.

Printing Machine Operator May 1999 – June 2004  
Carlington and Mills Printing Services, Inc. Dallas, TX

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Senior Sales June 2004– January 2007  
Brandon & McMahon, Inc., Dallas, TX, USA

## Education:

1997- 1999 Masters in Business Administration and Marketing  
Rice University, TX

1993 – 1997 Bachelor of Science in Business Administration, Major in Management

## **Skills:**

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- Proficiency and expertise in MS Office: Word, Excel, PowerPoint,
  - Can effectively source out new businesses
  - Very effective English verbal communication and written skills
  - Knowledgeable in social networking, graphics and advertising
  - Effective time management skills
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## **Awards and Affiliations:**

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Dean's Lister, Rice University, Batch 1997  
Member, Central Printing Management Office

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