
SALES EXECUTIVE RESUME

Summary:

A results-oriented individual with exposure in business and marketing, planning and client servicing tasks; has the capacity to influence and motivate people positively through sales activities process; has a proven track record in transforming customer database into actual sales acquisitions to increase revenue for the company; skilled in project management and monitoring; has high leadership aptitude and is able to initiate and effectively roll out team activities enhancing creativity, self-confidence and problem-solving skills

Professional Experience:

Senior Account Executive January 2008– present
ABC Company, Skokie, IL

Responsibilities:

Supervised junior account executives for efficient account management programs and activities
Managed key accounts within industry-specified territories
Executed marketing and advertising campaigns through direct and online promos
Evaluated junior account executives' performance using predefined key performance indexes to measure progress
Developed sales forecasts assisting junior account executives plot monthly revenues based on the pipelines, probabilities, competition, pricing and other factors affecting sales closings
Managed marketing collaterals inventory used for internal and external clients
Junior Account Executive June 2005– December 2007
East Bay Corporation, Los Angeles, CA

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Education:

Bachelor of Arts in Business Administration and Marketing
Princeton University, NJ, 1999

Skills:

- Proficient in MS Office Word, Excel, PowerPoint
- Skills in account management and client acquisition
- Efficient in verbal and written communication
- Effective organizational skills
- Very systematic and structured

Awards and Honors:

Dean's Lister, Princeton University, Batch 2000
Member, Association to Business Administration Students 1999-2000

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