
Experienced Sales Manager

Goal: To find a position that will blend together all previous work experiences, to maximize both my creative and sales potentials

Sales Skills

- Cold calling and telephone sales
 - Trade show presentations
 - Excellent communication skills
 - Computer skills
 - Securing new accounts
 - Customer retention
 - Client mediation
 - Relationship building skills
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Experience

Ibis Support, LLC—Milford, CT

2/99—12/07

Sales / Customer Relations

- Initiated and closed sales of Jewelry Management software by building relationships with jewelry store owners through trade shows, web contact, telephone and one-on-one meetings
- Oversaw the design, proofreading and building of marketing materials
- Organized and scheduled monthly in-house training classes
- Solicited service contract renewals
- Handled all customer relation aspects, including: comments, complaints and suggestions
- When called upon, I took on all responsibilities of the Office manager/Bookkeeper
These tasks included billing, shipping, hardware orders, following up on delinquent accounts, maintaining daily checking account deposits and overseeing office activity

Peters Wholesale Florist—Stamford, CT

9/96-1/99

Assistant Manager / Floral Designer

- In charge of contacting retail florists
- Soliciting, processing and preparing the orders
- Managed individual store accounts
- Planned and orchestrated wedding, funeral and corporate events
- Maintained and ordered in-house stock
- Handled most of the administrative duties.

Jose Grant Jewelry-Stamford, CT

3/81-8/96

Wholesale Sales / Purchasing Agent

- In charge of keeping accurate stock levels
 - Ordering additional stock when needed
 - Took, processed and shipped all telephone orders
 - Filled in on the retail sales floor
 - Handled day to day office tasks
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Education

Greenwich High School—Greenwich, CT
Various courses and programs completed beyond high school

