

# Joe Blow

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**Objective** To obtain a position in a company where I can utilize my skills in the capacity of Account Manager.

**Summary of Qualifications**

- 7 combined years working in sales and marketing
- 10 years combined experience in office coordination.
- Computers and Program skills: Type 40 wpm, 10 key Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Adobe PhotoShop, Web Publishing.
- Resourceful and committed to excellence.

**Professional Experience** TLC Medical Supplies March 2006 – present  
Los Angeles, CA

## Sales Consultant

Responsible for achieving sales goals and networking with new clients. Additionally responsible for negotiating contracts.

- Successfully exceeded monthly sales goals.
- Overcame prospect objections and demonstrated benefits.
- Qualified potential clients and verified credit applications.
- Created contract documents and collect client signatures.
- Reviewed advertising & markings.
- Followed up with prospective and current clients.

Macy's Beverly Center September 2001 – March 2006  
Beverly Hills, CA

## Retail Sales Manager

Was responsible for management, sales and customer assistance in the flagship store of the nation's largest retailer. Assisted other managers and employees in the capacity of Floor manager duties.

- Routinely exceeded sales goals by 20% each month.
- Managed and trained a staff of 12 sales associates.
- Successfully resolved customer issues.
- Assisted customers with opening new credit accounts.
- Responsible for correct pricing and accuracy cash deposits.
- Product merchandising.
- Inventory control and loss prevention.

Industrial Graphics, inc.  
Santa Monica, CA

June 1997 – September 2001

Project Manager

Primary liaison, responsible for sales, project logistics, research and client development. This company creates custom topography maps which are used in marketing and promotional materials.

- Interfaced with clients to determine needs and specific project goals, resulting in an average increase of gross revenue by 20%.
- New client marketing and referral networking.
- Conduct research of local records and internet resources for the purpose of client projects and website news articles.
- Traveled to client locations to perform photography.
- Client development and rapport building through on-site visits.

Education

1997 University of California

Los Angeles, CA

Bachelor of Arts

Business Administration