

Maxine Curry

Sales Coordinator

AREAS OF EXPERTISE

Office procedures
Sales management
Lead generation
Staff supervision
Lead generation
Delegating tasks
Team meetings

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A high performing Sales Coordinator who can be the glue that will keep all of the sales and marketing teams working together. Maxine has that special touch needed to crank up the performance of sales office staff, increase profitability and improve a company's bottom line results. As someone who operates with a sense of urgency and discipline at all times, she will be very good at running a busy sales office. By being well-groomed and professional in appearance she can confidently interact with individuals at all levels of authority knowing she will be making a good impression on them. Right now, she would like to work for a company that believes in promoting from within.

WORK EXPERIENCE

Company name – Location

SALES COORDINATOR Jun 2013 – Present

Responsible for serving as the primary liaison between the sales department, marketing staff, senior managers and the rest of the company.

Duties:

- Writing up accurate and grammatically correct sales correspondence for customers.
- Making a significantly high number of daily outbound calls to prospective clients.
- Processing sales related letters, proposals and contracts in a timely manner.
- Ensuring that all inquiries are dealt with accurately, timely and professionally.
- Preparing month-end Sales reports for senior managers and also presenting them.
- Distributing written messages from Senior Managers to sales staff member's.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Building professional and productive relationships with other work colleagues.
- Removing any administrative obstacles in the sales office that are holding back operational efficiency.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Know how to influence others, motivate them and also get the best out of them.
- Have high standards of work procedures, dress, grooming, punctuality & attendance.
- Always polite and helpful with work colleagues, managers and clients.
- On a personal level, she excels at making logical, intellectual and critical decisions.
- Possess excellent telephone etiquette and able to communicate with decision makers.
- Writing up accurate and grammatically correct sales correspondence.
- Accurately calculating figures such as discounts, interest, commissions and totals.

ACADEMIC QUALIFICATIONS

Nuneaton University 2008 - 2011
BSc (Hons) Sales Management

Coventry Central College 2005 - 2008
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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