

Jane Wilson

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Summary of Qualifications

Sales Manager with thirteen years' experience supervising, training and motivating sales staff; planning sales strategies; managing a multi-state territory; and increasing sales revenues.

Professional Experience

NAME OF COMPANY (City, ST)

03/01 to 04/05

Sales Manager

- **Grew sales from \$570,000.00 in 2002 to \$961,000.00 in 2003 (from 27% to 49% of overall company revenue)**
- **In 2003, created two successful partnerships with major corporations that increased revenues \$1.2 million per year**
- **Recipient of XXX Sales Award in 2003 and 2004 for top sales manager**
- **Created sales campaign that was instrumental in winning 10 new corporate clients**

Job Duties:

- Daily training, motivation, and supervision of 43 full-time and part-time inside sales staff
- Develop and maintain direct mail campaigns, advertising schedules, and sales budgets
- Represent company and interact with potential clients at 12 to 15 trade shows per year
- Developed and maintained expense and revenue budgets
- Built a nationwide network of independent fundraising distributors who marketed our products

NAME OF COMPANY (City, ST)

07/92 to 02/01

Sales Manager / Sales Training Coordinator

- **Generated more than \$10 million in training course revenue from 1992 to 2001**
- **Trained more than 550 new recruits during tenure with company**
- **Reduced sales staff turnover rate 30% through more effective training**
- **Designed and developed video training seminar now used by company to train sales staff nationwide**

Job Duties:

- Created sales training course schedules and ensured that training class attendance goals had been met
- Promoted software training programs and industrial automation software in six state region
- Supervised 40 employees and handled quality control program
- Supervised installation of plant materials to new clients and coordinated replacements with existing customers

Education and Skills

B.A., Geography, Anytown University (1989)

Computer Skills: Microsoft Windows NT, 2000, and XP (Access, Excel, Outlook, PowerPoint, and Word), GoldMine Contact Manager, Peachtree Accounting Software, QwikQuote, and FileMaker Pro 6.0.