

# **John Doe**

**Mailing Address, City, State, Postal Code • Phone – Cell Phone/Email**

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## **QUALIFICATIONS REVIEW**

Experienced sales professional with background in multi-territory management. Consistent top sales performer committed to providing high quality service. Superior presentation and negotiation skills. Capable trainer and motivator with broad view of sales and marketing. Fully knowledgeable about account management from point of initial contact to impact on bottom-line profitability. Expertise in building and maintaining effective customer relations.

### **EXPERIENCE PROFILE**

#### **Admissions/Marketing Representative, Sylvan Learning Center, Albany, N Y May2002-May2005**

- Manage Marketing, recruitment and assessment services for a nationally recognized supplemental educational provider serving students of all ages and skill levels.
- Supervised 2 part-time Admissions Representatives
- Developed new clients and doubled business over a 1-1/2 year period, resulting in many achievements and awards for the Albany location

#### **Dual Education Representative, ITT Technical Institute, Albany, NY 1998-May2002**

- Representative of the Year 1999, 2000 and 2001
- Successfully developed and implemented sales strategies and needs assessments techniques to recruit students for ITT Technical Institute's Electronics Technology classes, a two-year program.
- Employed a broad range of sales closing techniques and knowledge of customer purchasing objectives to achieve targets for growth and profitability.
- Built and maintained client base and customer loyalty through high-quality service delivery and follow-up to ensure student retention.

#### **Account Executive Level II, TransWestern Publishing Company, San Diego, CA 1996-1998**

- Generated prospects for yellow page advertising sales space to the retail, wholesale, professional and manufacturing trade with sales territory in Berkshire County, Massachusetts and Columbia County, New York State.
- Awards: Ranked #1 in sales; awarded book plaque for South Central MA Book 1998 for establishing accounts in new territory. Received written customer recognition for providing exceptional service.

#### **Key Account Manager, Chesebrough-Ponds Health & Beauty Division, Greenwich, CT 1990-1996**

- Managed multi-state \$3.5million territory throughout New York State and New England. Serviced key accounts; i.e., Toys-R-Us, Special Services (currently Binley Western), Kinney Drug, Ocean State Jobbers, Rich's Department Store and Ann & Hope, etc.
- Overall Results: Achieved 106% of sales to quota for 1995; surpassed previous 19 out of 20 quotas.
- Recognized as Regional Sales Leader of the Year, 1994.
- Selected as Key Account Manager of the Year, 1992 for success in major brands, account volume and new products.

#### **Territory Manager/Key Accounts, Prince Matchabelli, Greenwich, CT 1982-1990**

- Sold consumer beauty products in Upstate New York territory to clientele including major chain and department stores.
- Achievements: Named Crown Club Member, 1985 (surpassed quota 5 out of 6 years); earned Territory Manager of the Year Award, 1984.

#### **Co-Owner, Electronic Appliances/Domestic Cleaning Service Businesses 1985-1988; 1992-1993**

## **EDUCATION**

**B.S., Business Administration**, Bryant College, North Smithfield, RI

**A.S., Marketing**, Leicester Junior College (currently Becker College), Leicester, MA

Military: U.S. Air Force-Supply School. Honorable Discharge, E-4, Sergeant

## **COMMUNITY SERVICE**

Certified NYS Emergency Medical Technician, Albany Rescue Squad-10 years; Past Treasurer/Chairman, Food Basket Program, and Member, Albany Lodge of Elks.