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# Name Surname

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ABC Street • City, State 55555 • 555-555-5555 • names@company.com

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## SALES MANAGER

- Dynamic Sales Manager with solid history of meeting goals and promotion to positions of increasing responsibility.
- Exceptional team leader with consistent record of leading teams to success.
- Strengths in customer service, presentation, and verbal / written communication skills.

## AREAS OF EXPERTISE

B2B Sales	Training	Brand Image
Recruitment	Strategic Planning	Forecasting
Coaching	Customer Relationship Management	Customer Service

## PROFESSIONAL EXPERIENCE

**Sales Manager** 2000 to Present  
Company ABC City, State

*Leading national payroll services company*

Lead a team of 12 sales professionals to success in marketing to companies with 50 or more employees. Recruit and coach team members; execute strategic plans and develop the company's brand image in the market. Devise territory strategy and lead team in implementation.

- Guided team to surpass all goals, winning best team in region for five years.
- Mentored three sales representatives to promotions.

**Sales Representative** 1995 to 2000  
Company ABC City, State

*Premiere Web advertising company*

Developed business through lead generation and cold calling. Employed creative techniques to prospect for leads. Called on businesses and ensured outstanding customer service.

- Exceeded all sales goals consistently; won multiple awards.
- Gained an average of four new accounts per week.

## EDUCATION

Bachelor of Business Administration, ABC College, City, State

**TECHNICAL SKILLS:** Microsoft Office (Word, Excel, PowerPoint), ACT