

ANA LASTNAME

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EDUCATION

Bachelor of Science in Communications

May 20XX

University of Nevada Las Vegas, Las Vegas, NV

PROFESSIONAL PROFILE

- 5 years of experience in sales and marketing
- Proven ability to foster relationships internally and externally at all levels
- Extensive background in marketing involving community and corporate partners

RELEVANT SKILLS

Relationship Management and Marketing

- Managed relationships and actively engaged approx. 200 administrators as partners, collaborators, and volunteers to develop strategic initiatives
- Implemented marketing strategies, reaching client audience of 40,000 annually
- Developed partnerships to secure combined sponsorships over \$10K

Customer Relations

- Supervised and trained 5-15 new hires annually
- Maintained face-to-face contact with existing and new clients
- Handled client complaints and resolved issues to increase customer satisfaction

Sales & Account Development

- Increased sales by 30% within three fiscal years
- Sourced potential new clients and led cold calls with vendors across the state of Nevada
- Managed client records and maintained accurate financial database records

EMPLOYMENT HISTORY

<i>Sales Associate</i> , Big Brand Retailer, Las Vegas, NV	20XX – Present
<i>Intern</i> , Horizon Marketing Inc., Reno, NV	20XX – 20XX
<i>Assistant Manager</i> , Brown Furniture Distribution, Reno, NV	20XX – 20XX