

PRODUCT SPECIALIST

Professional Summary

Seeking a full-time opportunity that relates to Business Administration

Core Qualifications

- Critical thinking
- Eye for detail
- Effective multi-tasker
- Verbal communication
- Territory growth
- Business development
- Strategic planning
- Time management ability

Experience

10/2015 to Current

Product Specialist Company Name 1/4 City , State

- Checked in vendors
- Changed and verified prices
- Created and tested promotions
- Emphasized fast, friendly customer service
- Offered product recommendations when appropriate

10/2014 to 10/2015

Sales Representative Company Name 1/4 City , State

- Cold-called prospective customers to build relationship
- Maintained productive relationships with existing customers through exceptional follow-up after sales
- Delivered products to customers in timely manner
- Established new customer accounts
- Evaluated competitors and performed market research
- AchievedÂ monthly sales goals

05/2014 to 05/2016

Fitness Coach Company Name 1/4 City , State

- Suggested exercise modifications to individual students to avoid strain and injury
- Encouraged members to continue attending group fitness classes
- Corrected dangerous movements and suggested alternate exercises
- Talked one-on-one with members about their fitness needs and eating habits

11/2009 to 10/2014

Assistant Manager Company Name 1/4 City , State

- Executed cash transactions quickly and accurately
- Greeted all customers
- Oversaw overnight store operations, including staff assignments and production lists
- Delegated tasks to team members to optimize productivity
- Supervised 5-7 employees per shift
- Ordered and shelved weekly sale items for customers
- Developed positive vendor relationships
- Verified inventory counts
- Bookkeeping back-up

Education

November 2015

Business Administration AIB College of Business 1/4 City , State Business Administration

May 2014

Business Administration Des Moines Area Community College 1/4 City , State Business Administration

Personal Information

- Place of Birth: Pella, Iowa
- Date of Birth: March 16th, 1993
- Present Resident in Knoxville, Iowa
- Sex: Female
- Status: Married
- Hobbies: Travel, Hiking, Biking, Reading, Writing

Skills

Microsoft Office (Word, Excel, Outlook, and PowerPoint), great organizational skills, self-starter, excellent problem solver

Additional Information

Volunteer Work (March 2015 to Current)

Marion County Humane Society, Knoxville, Iowa

- walked dogs
- worked on obedience training