

## SALES COORDINATOR

### Summary

Dedicated Sales Coordinator with 5+ years experience in the sales environment. Looking to obtain a management position, in which I am given the opportunity to play a direct role in the unlimited growth and success of the company

### Summary of Qualifications

- Exceptional customer service skills
- Ability to multi-task, prioritize and manage time effectively
- Detail oriented
- A team player with high level of dedication
- Excellent communication skills
- Strong interpersonal skills
- Great verbal and written skills
- Social media savvy
- Bilingual in French

### Experience

Sales Coordinator Apr 2017 to Current

Company Name 1/4 City , State

- Respond to sales calls and leads.
- Work closely with sales managers/directors in regards to upcoming groups and events.
- Create and build new leads into ISAC.
- Generate new contracts for future groups/events
- Conduct site visits of the property when needed.
- Generate, edit, publish on company's social media platform
- Create and print hotel collaterals
- Assist and provide excellent customer service to clients prior, during and post event.

Sales Coordinator Apr 2014 to Feb 2017

Company Name 1/4 City , State

- Assisted sales team with daily administrative duties.
- Drafted sales contracts and addendum for future events.
- Assisted clients with sales related inquiries via phone and email.
- Processed sales invoices and commission.
- Ordered office supplies for the department.
- Assign new leads to appropriate sales manager based on Market Segment

Lead Concierge Jun 2012 to Sep 2014

Company Name 1/4 City , State

- Delivered superior customer service to residents and guests.
- Managed and resolve customer complaints.
- Created and manage monthly community calendar.
- Supervised and train concierge staff.
- Handled resident packages.
- Managed resident reservations .

### Education

Social Science/Hospitality Current Ashford University

### Computer Skills

Microsoft word, Excel, Powerpoint

ISAC, Dnet, Birchstreet, Bridge/MGS application and reports