

SALES ASSOCIATE

Core Qualifications

Working knowledge of Microsoft Office (Word, PowerPoint, Excel, Outlook, Publisher)

Education and Training

May 2016

Bachelor of Science : Communications Public Relations Political Science SALEM STATE UNIVERSITY i¼ City , State Communications Public Relations Political Science

Work Experience

12/2016 to Current

Sales Associate Company Name i¼ City , State

- Respond to member inquiries via email or phone.
- Establish referral programs using OTF sales system
- Sell memberships or upgrades.

08/2016 to 11/2016

Marketing Coordinator Company Name i¼ City , State

- Promote ridesharing programs by hosting events at client locations.
- Develop marketing flyers using Publisher.
- Manage all aspects of event production.
- Support Field Directors in project management.
- Manage social media accounts (Facebook, Twitter).

Intern Company Name i¼ City , State

- Helped film the Malden holiday parade using editing skills.
- Designed brochures for upcoming events.
- Collaborated with members of the Malden neighborhood.

Staff Writer Company Name i¼ City , State

- Student -run campus newspaper.
- Researched information for news articles using library and web sources.
- Composed and edited informational articles as well as conduct interviews.
- Gained knowledge in taking photographs and writing captions and sidebars.

11/2013 to 06/2016

Customer Service/Sales Representative Company Name i¼ City , State

- Help customers resolve billing questions, collect payments, and renew oil contracts.
- Answer inbound calls and make outbound calls.
- Promote oil as a safer choice.
- Train new hires.

Skills

billing, brochures, Â client, editing, email, event production, film, marketing, Excel, Microsoft Office, Outlook, PowerPoint, Publisher, Word,sales,salesforceÂ