

## **SARA SMITH**

87 Some Example Street – Kansas City, MO 52364  
Contact #, Email Address

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**OBJECTIVE:** Seeking a Sales & Marketing position with ABC Company which will require me to utilize my communication skills, convincing power and capabilities in the sales field to maximize the revenue.

### **EDUCATION**

KANSAS UNIVERSITY, Kansas City, MO – 2015  
Bachelor's Degree in Business Administration

### **KEY STRENGTHS**

- Over 6 months' hands-on experience in sales arena
- Hardworking, motivated and goal oriented
- Demonstrated ability to meet or exceed sales targets
- Computer: Email, Internet Browser, and word processing software
- Bilingual: English and Chinese

### **SKILLS**

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|-----------------------------------|--------------------------------|
| • Customer relationships building | • Time management              |
| • New accounts opening            | • Multiple priorities handling |
| • Point of sale system            | • Product display              |
| • Strong presentation skills      | • Outside sales                |
| • Customer care                   | • Communication                |
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### **EXPERIENCE**

CLEARWIRE- Kansas City, MO

#### **Sales & Marketing Intern**

Summer 2014

- Educated customers concerning benefits of the product
  - Answered queries and concerns regarding equipment, pricing, and availability
  - Processed consumer transactions by means of a real-time computer activation system
  - Took part in store marketing activities
  - Managed inventory associated with the sales process
  - Ensured that every customer has a positive experience
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### **ADDITIONAL**

- Able to work weekends and holidays
- Capable of standing and walking for extended periods of time