

Melissa Armand

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PROFILE: Highly-organized and well-informed sales professional with strong attention to detail targeted at handling pre and post sales processes related activities. Strong customer service skills with a keen ability to work towards total customer satisfaction. An active learner who has a verifiable track record of practicing good judgment.

KEY SKILLS

- Proficient in using technology to aid sales coordinating tasks
- Competent in developing and sustaining effective relationships with customers for increased business opportunities
- Known for providing administrative support to different departments aimed at coordinating sales efforts appropriately

SELECTED ACCOMPLISHMENTS

- Contributed valuable insight to the marketing department which engendered organized marketing activities and outreach programs
- Optimized sales by collecting and submitting valuable market trend information to the sales department
- Performed product performance assessments which provided the company with valuable feedback on the company's product
- Introduced a public-facing online calendar of upcoming sales events which made sales events easier to manage

WORK EXPERIENCE

Sales & Marketing Coordinator

Screen Vision, Jasper, AL | Jun 2006 – Present

- Assist sales team by focusing on managing schedules and following up on sales quotations
- Respond to online or telephonic queries
- Liaise between departments to provide support to sales activities
- Assess the progress of sales activities
- Assist in devising and implementing sales strategies
- Follow up on all inquiries and prepare sales proposals
- Perform sales reporting and analysis
- Handle contract management and digital activities

Sales Intern

United Technologies, Jasper, AL | May 2004 – May 2005

- Set sales meetings and appointments
- Interacted with prospective customers to determine their needs
- Developed elevator pitches and sales presentations
- Built and populated target databases with crucial sales information
- Tracked sales activities and prepared reports

EDUCATION

State University – Jasper, AL | 2004
Bachelor's Degree in Business Administration
Major: Sales and Marketing