

# JAMES MELON

PO Box 1033 Los Angeles, CA · Tel +1 408 XXX XXXX  
Email · [jameswatermelon@gmail.com](mailto:jameswatermelon@gmail.com)

As I have experienced in Sales and Marketing for 2 years. I'm interested to develop accounts and ensure performance from the responsive market or segment to meet individual goals and targets. I possess very strong interpersonal selling and negotiation skill. I'm eager to research and develop various marketing strategies for products and service, coordinate, impliment marketing plans, track marketing and sales date and identify areas of improvement.

## EXPERIENCE

### **OCT 2019 – OCT 2020**

#### **SALES EXECUTIVE**, ADVANCED TECH., CO.LTD

I was responsible for meeting individual goals and targets set for the respective markets.

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate to close deals and handle complaints or objections
- Collaborate with team members to achieve better results
- Assign territories and quotas to company sales staff
- Track the quotas and goals of each member of the sales team
- Coordinate training and scheduling for sales staff

### **SEP 2018 – SEP 2019**

#### **SALES COORDINATOR**, SAI TELECOM

I was responsible for coordinating and overseeing the flow of a company's services or products to consumers.

- Actively seek out new sales opportunities through cold calling, networking and social media
- Enter order information into the company database
- Answer client questions regarding their account or sales products
- Working with staff members from other departments such as marketing, research/design and financing to optimize sales
- Collaborate with sales executive to negotiate with the clients
- Input sales orders and make sure each order is processed and delivered to clients
- Participate on behalf of the company in exhibitions or conferences
- Maintain supplies of sales presentation materials, including slides and brochures

## SKILLS AND QUALIFICATIONS

- Proficiency in English
- Excellent knowledge of MS Office
- Hands-on experience with CRM software
- Thorough understanding of marketing and negotiating techniques
- Fast learner and passion for sales
- Self-motivated with a results-driven approach
- Aptitude in delivering attractive presentations

## EDUCATION

**AUG 2014 – AUG 2018**

**BACHELOR DEGREE,** FACULTY OF BUSINESS AND MARKETING, OHIO UNIVERSITY, USA

- Majoring in Marketing Communication and Minor in Digital Marketing
- Interested and knowledgeable in Advertising and Marketing International Marketing
- GPA 3.90

## TRAINING AND CERTIFICATES

- Specific training in consumer shopping habits
- leadership skills
- management and marketing strategies
- Certified Sales Executive (CSE)
- Certified Professional Sales Person (CPSP)
- Certified Sales Leadership Professional (CSLP)
- Staff of the month in December 2019

## REFERENCE

- Mr. Michael Openwood, Sales Director, ADVANCED TECH., CO.LTD
- Mr. Timothe Deluxe, Sales Director, SAI TELECOM