

---

---

# JOHN P. DOE

---

---

100 Andrewstown Avenue #504, City, State, 05005 ♦ 900.400.2000 ♦ JohnPDoe@gmail.com

## SUMMARY:

Goal-oriented, organized sales and management professional with a strong track record. Consistently meets or exceeds objectives and able to identify customer needs and customize sales presentation accordingly. Versatile performer who adapts to industry trends and marketplace changes.

## PROFESSIONAL EXPERIENCE:

### **Territory Sales Manager**

Company 1

2005 – 2012

- Responsible for managing marketing, sales and distribution of print and electronic reference content to schools, public libraries, colleges, government offices and businesses in California, Mississippi, New Hampshire, New Jersey, Texas and Wyoming
- Works closely with decision makers to identify needs and also market products designed to create new curriculum and or aid in upgrading training materials
- Handles and Manages all outbound and inbound accounts
- Responsible for capturing and entering accurate and complete customer information in Customer Relationship Management (CRM) system
- Coordinates with Customer Service Department for status on orders and ensure the delivery commitment to clients is met
- Works closely and assists Field Sales Representative to determine strategic approaches for sales
- Maintains and updates company's prospects database
- Identifies decision makers amongst the targeted leads in order to initiate the sales process
- Participates fully in product training sessions, meetings, skills training and professional development classes
- Handles all cancellations and/or changes to sales orders and communicates the cancellations and changes to the related departments
- Responsible for emphasizing service or product features and benefits, discussing credit terms, quoting prices, and preparing sales order reports/forms
- Works closely with product design and editorial team to foster development of new content

*Achievements and Awards: Recognized as Top 100 sales performer in 2010 and 2011*

### **Advertising Sales Consultant**

Company 2

1999 – 2005

- Contributed to the successful launch of The Employment Guide weekly recruitment newspaper with nationwide circulation of 5 million and related website: [www.EmploymentGuide.com](http://www.EmploymentGuide.com)
- Instrumental in increasing circulation from 15,000 to 140,000 for Metro NYC edition
- Designated Product Specialist to sell new products for website and train new employees
- Solely responsible for increasing the website's advertising sales to 105% in the past year
- Responsible for developing strategic recruitment advertising plans for clients
- Oversaw and managed the development of customer advertising for print and internet, including ad design, copy and frequency

### **Manager / Buyer**

Company 3

1997 – 1998

- Solely responsible for managing the operations of the Housewares and Receiving departments with 21 employees – including hiring, firing, motivating and evaluating staff, sales, profit/loss margins, budgeting, buying, merchandising and inventory control
- Responsible for increasing the department's sales from \$2.7 million to \$3.3 million
- Primarily responsible for achieving the daily and weekly store plan
- Developed and implemented a receiving system that saved the company \$77,000 in operating costs
- Responsible for effectively training and coaching employees in selling techniques

---

---

## JOHN P. DOE

100 Andrewstown Avenue #504, City, State, 05005 ♦ 900.400.2000 ♦ JohnPDoe@gmail.com

### **Assistant Store Manager**

Company 4

1996 – 1997

- Provided support to the store manager in all aspects of operations, including managing and scheduling staff, sales, customer service, ordering, merchandising and receiving
- Contributed and assisted in the successful opening of 3 new stores

### **District Sales Manager**

Company 5

1994 – 1996

- Responsible for managing sales of 11 stores in 4 states in addition to managing the Rockaway Store, which consistently ranked #1 or #2 in the 47-store chain
- Responsible for achieving district sales record by increasing sales 20% over the previous year while maintaining payroll at under 8% of gross sales
- Managed and supervised the opening of 16 new stores
- Solely responsible for the recruiting, hiring and training of store managers for various locations
- Developed standard operating procedures and training programs for opening and operating profitable seasonal stores
- Responsible for setting sales records at the Rockaway Store

### **Amusements Manager**

Company 6

1991 – 1994

- Opened and managed 20,000-square-foot electronic arcade and amusement sections of upscale entertainment / restaurant complexes in Houston, Atlanta and Philadelphia. Amusement operations generated approx. \$5 million in annual sales
- Achieved company's quality control and safety records for 3 consecutive years
- Responsible for developing and implementing a new and effective revenue control system

### **Store Manager**

Company 7

1987 – 1991

- Solely responsible for managing sales and operations, staff, customer service and shipping at a store similar to today's UPS stores

### **Air Traffic Controller**

United States Air Force, TX and Germany

1984 – 1987

## **EDUCATION:**

**Community College of the Air Force**, Sheppard Air Force Base, Wichita Falls, Texas – 1985-1987  
Completed Communications and Air Traffic Control Program

**Trader University**, Fairfield, NJ – 2003

**Military** – 1984-1987

## **SKILLS AND STRENGTHS:**

- Excellent communication and organizational skills
- Time management and prioritization
- Strong interpersonal and leadership skills
- Details oriented and self-starter
- Strong research skills and the ability to follow-through a project from start to finish
- Analysis, planning and organization
- Operations management
- CRM and Goldmine Client Management Software
- TeleMagic Database Management/Sales Contact Program
- Microsoft Office – Word, Excel, PowerPoint and Outlook
- Typing: 30 words per minute