

# LORETTA PERKINS

Sarasota, FL | 123-555-5555 | lperkins@example.com

## SALES & BUSINESS ADMINISTRATION ASSOCIATE

Analytical, performance-driven professional with an innate ability to drive sales operations, improve business initiatives, and enhance the customer experience. Offer excellent technical, organizational, communication, administrative, and presentation skills. Able to complete tasks independently with minimal supervision or foster teamwork and knowledge sharing to move project to completion. Proven record of building strong relationships with vendors, suppliers, and clients.

Highlights of professional achievements:

- Talent for steering customers toward high-end products and up selling to more than 50% of customers.
- Consistently exceed sales quotas 115-120%.
- History of upselling approximately 60% of sales to include extended product warranties.

## EDUCATION

### Bachelor of Arts, Business Administration (Expected 2019)

TAMPA COMMUNITY COLLEGE, TAMPA, FL

GPA: 3.95

#### Relevant Coursework—

Aspects of Business Administration | Organizational Development | Risk Assessment & Management  
Transforming Ideas to Innovation | Computer Graphics | Organizational Development | Engineering Materials  
Mechanics of Business Relationship Building | Introduction to Business | Sales & Marketing Strategies

## PROFESSIONAL EXPERIENCE

Contempo Furniture Company, Sarasota, FL 2016-Present

### SALES ASSOCIATE

Hired to assist with daily operations of this popular furniture outlet, moving through positions as receptionist, assistant inventory clerk, and sales associate. Received *Sales Person of the Year* award in 2017. Hold part-time role concurrent with pursuing a college degree.

- Establish relationships with customers by explaining the function and quality levels of merchandise.
- Collaborate with sales representatives and management to promote a friendly, service-oriented atmosphere throughout the sales process.
- Train new sales team members on effective sales approaches and closing techniques.

## LEADERSHIP & SERVICE

HomeHelpers USA, Tampa, FL

### VOLUNTEER FUNDRAISER

2015-Present

- Conduct weekly phone solicitations to raise more than \$2,000/month for this nonprofit that relies solely on donations for financial support.
- Compose and execute persuasive direct mail campaigns and website content that clearly defines the organization's mission, services, and financial needs.