

KEY FEATURES:

Sales experience

Leadership experience

Anthony Finn

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OBJECTIVE

Obtain entry-level sales position utilizing communication and interpersonal skills.

EDUCATION

University of California, Santa Barbara (UCSB) Expected graduation: 12/20xx

Bachelor of Arts, English GPA 3.4

Technology Management Program, UCSB Professional and Continuing Education 12/20xx

Relevant Coursework: Fundamentals of Business Finance, Principles of Marketing

EXPERIENCE

Sales Representative – University Directories, Los Angeles, CA 06/xx-09/xx

- Received comprehensive training in sales and advertising.
- Prepared and delivered daily presentations to local business owners.
- Organized and implemented personal business plan.
- Achieved “Top Salesperson” for Los Angeles area by reaching 121% of quota.
- Created advertisements using Adobe Photoshop.

Include numbers and percentages when describing accomplishments.

Telemarketer – Retail Connections, Long Beach, CA 11/xx-04/xx

- Read prepared sales script over phone and established rapport with potential customers.
- Earned 3rd place in corporate sponsorships acquired exceeding 30% of initial goal set.
- Resolved customer complaints within a demanding, high-volume setting.

Vice President – UCSB Entrepreneurs Association, Santa Barbara, CA 06/xx-09/xx

- Coached members on innovative business ideas and prepared for New Venture Competition.
- Coordinated social gatherings for members to seek business advice from top executives.
- Developed effective teamwork skills through weekly projects with the eight Executive Board members.

Chairperson – UCSB Latino Business Association, Santa Barbara, CA 09/xx-06/xx

- Scheduled speakers and companies for tours and conferences.
- Lead and motivated all 25 members.
- Oversaw club activities such as finance, marketing, and alumni relations.

SKILLS

Hardware familiarity: PCs and Macintosh

Application competencies: Photoshop, InDesign, PageMaker, MS Excel

Languages: Read and speak Spanish fluently