

Lopez Sample

(727) 510-3505
Liz@LizMLopez.com
123 Main Street, Anywhere, US 12345

High-energy and strongly motivated to succeed sales professional with experience in sales, marketing, account management, and office administration. Excellent at building relationships with customers, peers, and leaders. Able to quickly learn features and benefits and position product value to decision makers.

-- Fully Bilingual Spanish/English --

Professional Skills

- ✓ Consultative Selling
 - ✓ Marketing Plans
 - ✓ Prospecting and Qualifying
 - ✓ Call Center Sales
 - ✓ Business Development
 - ✓ Pipeline Management
 - ✓ Client Education
 - ✓ Territory Management
 - ✓ Sales and Revenue Reports
- Advanced skills in relationship building, inside/outside sales, client acquisition, and account management.
 - Experienced negotiator with strong closing skills able to please buyers while maximizing revenue.
 - Excellent communication skills and ability to work with individuals of diverse cultures and backgrounds.

Career History

POSITION, EMPLOYER ♦ ST .PETERSBURG, FL 2011 – 2012
Identified healthcare center prospects and built partner relationships to increase client referrals. Assisted in the development of a marketing plan, implemented a monthly networking program, and conducted training sessions to educate partners on available home healthcare services.

- Exceeded referral targets by 80%.

POSITION, EMPLOYER ♦ ST .PETERSBURG, FL 2010 – 2011
Sales representative for 3 states selling waiting room TVs to medical offices. Applied a consultative/solution based sales approach. Engaged decision-makers in a conversation on needs, created value over the phone, and closed client contracts.

- Converted phone leads into new clients for TV sets and service.

POSITION, EMPLOYER ♦ ST .PETERSBURG, FL 2008 – 2010
Executed sales and recruiting plans while managing front desk duties. Engaged physicians, medical offices, diagnostic imaging companies, and medical financial companies to educate them on our staffing services. Provided Temporary, Temp-to-Perm, and Direct Hire solutions. Screened candidates and counseled new hires.

- Exceeded quarterly sales by at least 30% each quarter.

POSITION, EMPLOYER ♦ ST .PETERSBURG, FL 2006 – 2008
Managed the daily workflows for a receptionist, a medical records clerk, and two medical assistants. Supervised and trained all staff, submitted payroll information, and managed accounts payable.

- Received *Employee of the Year- 2007*, for keeping outstanding invoices under \$100 target each month.

POSITION, EMPLOYER ♦ ST .PETERSBURG, FL 2004 – 2006
Managed front office client services and sales. Opened and closed store. Offered free hearing aid cleaning and tactfully positioned up-sells relevant to the customer's needs. Scheduled hearing exams and processed billing.

- Commended for converting free cleanings into sales and screenings.

Education / Professional Development

TYPE OF DEGREE, UNIVERSITY NAME, CITY, ST

Computer Skills: Microsoft Word, Excel, Outlook, PowerPoint