

**First Name Last Name**  
**Sales Manager**

955 xxxxx St., Ottawa, Ontario H1E 2H9 Tel.: xxx-xxx-xxxx

E-mail: xxxxxx@xxxca

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**PROFILE**

- More than seven years' sales management **experience**
- Management of sales teams with more than 20 representatives
- Portfolio of more than 700 active customers
- Management of promotional, marketing and product launch activities
- Good knowledge of the business world and excellent **network** of local and international **contacts**
- Very good **analytical, planning** and **organizational** skills
- Recognized **independence** and **leadership**
- **Bilingual** – French and English written and spoken

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**PROFESSIONAL EXPERIENCE**

◆ 2010–Present

COMPANY AAA, ON

**Regional sales manager**

Sales: \$495 million – 1,500 employees

700 active customers – + 12% over 2003

- In charge of supervising, following up and technical coaching for a team of 20 sales representatives
- Tracking performance and growth
- Implementing global prospecting and promotional strategies
- Prospecting abroad, coordinating investor hospitality
- Drafting business plans
- Lead promotional, marketing and product launch activities
- Member of the management committee: making recommendations and assisting the general manager in various special projects

◆ 2007–2010

COMPANY BBB, ON

**Technical sales consultant**

Sales: \$6 million +45% with respect to 1999

- Developed new business
- Maximized the business potential of existing and future customers
- Ensured service levels by providing technical and sales support to develop territory sales
- Developed new business strategies in collaboration with various departments

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◆ 2005–2007

COMPANY CCC, ON

**Sales representative**

- Developed new business relationships abroad
- Increased the range of business relationships with existing customers
- Developed new sales strategies

◆ 2003–2005

COMPANY DDD, ON

**Inside sales representative**

Sales of 35 million euros - 25 employees

- Solicited potential customers by phone from an established list
- Filled orders
- Followed up, analyzed and tracked inactive accounts in collaboration with outside representatives
- Greeted customers and provided advice in the showroom
- Entered bids and billing data
- Put together documents, handled filing and various administrative tasks

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## EDUCATION

- 2005 Member of the **Human Resources Professionals Association of Ontario**  
Certified Human Resources Professional certification 2007
- 2004 **Professional development training**: *How to develop your sales potential*  
XYZ Institute – 3-day seminar
- 2002 **Bachelor** of Business Administration  
University of Toronto

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## LANGUAGES

- **Bilingual (English/French)**
- Spanish

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## COMPUTER SKILLS

- Word, Excel, PowerPoint, Outlook, McAfee Internet Suite
- CRM software: Sales Logix, Voosoft
- Proficiency in SAP: SD, CRM and BIW

