Robert Smith

Flyer Distributor

CONTACT DETAILS

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PERSONAL STATEMENT

Flyer Distributor is communicate with marketing managers and treatment coordinators to schedule new patients and follow up about treatment options.

WORK EXPERIENCE

Flyer Distributor

ABC Corporation - 2014 – 2015

Responsibilities:

- Created and maintained a library of all marketing material in relation to the AD Canada Warehouse; product brochure, line card and customized member product flyers to help drive warehouse sales.
- Coordinated the insurance certificate database and process for the Canadian Plumbing Division.
- Maintained contact database on ADHQ and Constant Contact for all divisions encompassing members, suppliers, and AD staff.
- Managed image library for AD Canada warehouse including private label program Tuff Grade and branded product offering.
- Updated the Tuff Grade website (WordPress), product descriptions and images, distributor locator data, and product additions/deletions.
- Provided support for activities related to internal AD meetings; scheduling, welcome sign, room set-up, lunches, and general guest experience.
- Participated and assisted in the coordination of conferences, Field Marketing Summits and Supplier training events for all AD Canada Divisions.

Flyer Distributor

Delta Corporation - 2007 – 2010

Responsibilities:

- Conducted stock inspections in a timely manner and reporting any issues to the relevant parties.
- Scheduled workshops with new staff and sales representatives.
- Conducted research on market trends and attending product launches and networking events.
- Assisted with the planning of product launches and brand events.
- Performed regular inventory checks and maintaining stock levels.
- Followed up with potential clients and offering top-notch customer service.
- Moved more products and securing new clients each month.

Education

Degree in Business

SKILLS

Taking orders, Collecting returned catalogs, Obtaining leads and sales.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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