



ETHAN MARTINEZ

Sales Coordinator

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PROFESSIONAL SUMMARY

Accomplished Sales Coordinator with 10 years of extensive experience in optimizing sales workflows and driving customer engagement. Proven track record in managing vendor relationships, streamlining operations, and executing successful sales strategies. Focused on utilizing strong analytical and organizational skills to enhance business performance and ensure client satisfaction.

WORK EXPERIENCE

Contractor Sales Coordinator Jan / 2018-Ongoing
Blue Sky Innovations Chicago, IL

1. Executed data entry and managed purchase orders for diverse equipment orders, ensuring accuracy and timeliness.
2. Conducted weekly order review meetings with production, engineering, and product lines to align priorities.
3. Administered the Salesforce CRM system, maintaining data integrity and generating insightful reports.
4. Initiated contact with prospects through cold calling to identify opportunities and generate leads.
5. Prepared and negotiated sales quotations, successfully closing deals and establishing new accounts.
6. Coordinated with various departments to align service offerings with client needs, optimizing cost and time.
7. Updated clients on order statuses and managed communications regarding delays or issues.

Inside Sales Coordinator (Temp) Jan / 2015-Jan / 2018
Cactus Creek Solutions Phoenix, AZ

1. Provided essential sales support materials, ensuring the Regional Sales Manager and Sales Representatives had necessary resources.
2. Managed budgets through Delphi, utilizing Microsoft Office for comprehensive reporting.
3. Oversaw ordering and invoicing processes along with various administrative duties.
4. Facilitated communications with prospective clients to support sales efforts effectively.
5. Developed and maintained sales and marketing reports, aiding the Director of Sales and Sales Manager in strategy formulation.

EDUCATION

Bachelor of Business Administration Jan / 2012-Jan / 2015
University of Phoenix Portland, OR

Focused on sales and marketing strategies, enhancing skills in business operations.

SKILLS



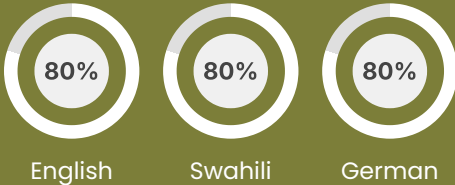
INTERESTS

🏊 Scuba Diving 🎮 E-sports
📖 Reading Fiction 🧩 Puzzle Solving

STRENGTHS

📦 Stewardship 🤝 Teamwork
🔑 Tenacity 🏠 Vision

LANGUAGES



ACHIEVEMENTS

- 🌟 Increased sales team efficiency by 30% through streamlined order processing and support.
- 🌟 Successfully managed vendor negotiations, resulting in a 15% cost reduction on key supplies.