

AMELIA MOORE

Junior Sales Counselor

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PROFESSIONAL SUMMARY

Dynamic Junior Sales Counselor with 7 years of experience in guiding clients through the sales process. Skilled in building rapport, addressing client needs, and driving sales growth. Passionate about enhancing customer experiences and contributing to team success while achieving organizational goals.

WORK EXPERIENCE

Junior Sales Counselor

Pineapple Enterprises

📅 Mar / 2021-Ongoing

📍 Santa Monica, CA

1. Conducted personalized tours for prospective clients, effectively showcasing property features.
2. Managed all client communications, ensuring timely responses to inquiries and follow-ups.
3. Built and maintained strong relationships with clients, families, and service providers.
4. Provided regular updates to the Sales Director on sales activities and market trends.
5. Identified and communicated specific needs of clients to relevant teams for optimal service delivery.
6. Stayed updated on industry trends to enhance product knowledge and sales techniques.
7. Demonstrated strong organizational skills by managing multiple client interactions simultaneously.

Sales Counselor

Cactus Creek Solutions

📅 Mar / 2018-Mar / 2021

📍 Phoenix, AZ

1. Assisted in maintaining store appearance and optimizing the client experience.
2. Proactively sourced new clients through networking and direct outreach.
3. Delivered compelling presentations to clients, ensuring clarity in contracts and agreements.
4. Maintained effective communication regarding policies and pricing to enhance client understanding.
5. Achieved a high closing ratio through persuasive interpersonal presentations.
6. Guided clients through the new home purchase process, including design and option selections.

EDUCATION

Bachelor of Business Administration

University of Florida

📅 Mar / 2015-Mar / 2018

📍 Seattle, WA

Focused on marketing and sales strategies with hands-on project experience.

SKILLS

Sales Software Proficiency

Crm Software Experience

Lead Generation Techniques

Problem-solving Skills

ACHIEVEMENTS

- 🌟 Increased sales by 30% within the first year by developing targeted marketing strategies.
- 🌟 Achieved a 95% customer satisfaction rating through personalized client interactions.
- 🌟 Successfully closed 150+ sales transactions, exceeding annual sales targets by 20%.