ROBERT SMITH

Senior Sales Coordinator

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SUMMARY

Seeking a Senior Sales Coordinator profession with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

CORE COMPETENCIES

Advanced With Microsoft Office, COordinating SKills, Directing Skills.

PROFESSIONAL EXPERIENCE

Senior Sales Coordinator
ABC Corporation - 199 – 1999

Key Deliverables:

- Assisted the Sales team with details for existing customers and new customers.
- Followed the shipments to delivery; working with our distribution department making sure the customers requirements are completed.
- Reported any shortages to the customer.
- Created the reporting system for the monthly numbers of sales by customer for the entire company.
- Coordinated and work the shows with Sales.
- Issued Purchase Orders to outside vendors.
- Worked directly with Director of Operations, Regional Sales Managers, and three hundred plus sales representatives throughout the US, Guam, and Puerto Rico to keep the company thriving above industry standards in regards to marketing and POS materials.

Senior Sales Coordinator
Delta Corporation - 1995 – 1999

Key Deliverables:

- Ready-to-Wear/Accessories Managed a three-person team that oversaw nine mens and womens RTW wholesale accounts, U.S.
- and Canada, with over $50M in annual revenue Launched and executed successful made-to-measure clinics and sales events in the U.S.; maintained a 75%.
- Facilitate weekly Operations Meetings; Accurately represent Sales Team daily on Project Status Report; Prepare/Maintain 60 days Projected Close.
- Managed 10 sales teams in capturing assigned finance organization goals.
- Championed efforts to significantly increase the finance organization from 3.8 million to -13.5 million in 9 months.
- Created and directed sales team training and development programs.

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- Manage and train offshore data entry group Manage contract processing for accuracy Exceeded all defined Key Performance Indicator (KPI) goals.

EDUCATION

MS

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