

Objective

Highly organized and self-motivated with 11 years of sales and customer service experience looking to broaden my skills in a new career. Extremely attentive to detail with great sales techniques and outstanding communication skills.

Experience

Large MSP

2021 – Present

- BDR to Account Executive Sales Manager to Tier 1 Account Manager
- Oversaw 11 Account Executives averaging 100 Net-New closed accounts month over month
- Entered at SDR role and was quickly promoted to Account Executive
- Specialized in closing Net-New Opportunities and maintaining onboarded client relationships
- Averaged over 20 Net-New closed accounts per month and growing Outbound Sales Team

Property Managment

2020 - 2021

- Property Management & Leasing Specialist
- Overseeing daily operations and maintaining resident relations
- Maintain over 98.5% occupancy throughout pandemic while still closing new clients at all-time highs

Law Firm

2019 - 2021

- Legal Assistant & Trial Specialist
- Overseeing daily tasks throughout firm, complete discovery, draft pleadings, Trial Director
- Communicate with clients and defense counsel in professional matter

Restaraunt

2016 – 2019

- Hired as a server and bartender
- Promoted to assistant general manager after 6 months

- Overseeing daily restaurant duties and ensuring excellent guest experiences

Restaraunt

2013 - 2016

- Hired as a servers assistant
- Quickly promoted 3 times in 9 months to achieve server position
- Creatively and effectively enticing guests to try new food and create positive guest experiences

Restaraunt

September 2012 – May 2015

- Front of house manager
- Working quickly and effectively while providing a superior customer service experience
- Educating guests on products while exceeding expectations throughout service

Education

Laguna Beach High School

HS Diploma

Graduated with High School Diploma in 2013

Arizona State University

Bachelors Degree

Graduated in 2019 through hybrid program

Skills

Strong verbal and written communication skills

Highly trained in effectively selling products

Outstanding customer service skills

Extremely self-motivated with exceptional organizational skills

Full knowledge of Microsoft Word, Excel, PowerPoint, QuickBooks, Dropbox, Adobe Acrobat