XXXX**XXXX**

XXXX, Mauldin, SC 29662 | XXX-XXXX-XXX C: XXX-XXXX-XXX | XXXX@XXXX.XXX

SUMMARY

To obtain a position where I can use the skills I've developed as a manager and in sales to contribute positively to the goals and values of my employer.

EDUCATION

**Bachelor of Science**: Information Technology**Georgia Southern University**Emphasis: Engineering Technology

**May 2012**

EXPERIENCE

**IT Account Executive****EDTS, LLC** － Greenville, SC

**12/2015 to****11/2016**

* Actively prospected industry specific market segments to locate potential clients via cold calling, canvassing, generating referrals, networking, and community involvement
* Worked to understand the business impact of IT in specific industries and translate that understanding to align with our services
* Work with sales engineering and sales support to develop quotes and solutions
* Created proposals and conducted presentations demonstrating how the services and products of EDTS can uniquely solve the prospect's challenges
* Developed well-rehearsed talking points on key aspects of EDTS' operations, solutions, and differentiators
* Maintained daily records in ConnectWise using Activities, Opportunities, and Tickets.

**District Sales Manager****Automatic Data Processing** － Greenville, SC

**05/2014 to****12/2015**

* Networked in person and over the phone with key decision makers in a B2B atmosphere
* Built referral relationships with banks, CPAs, and current clients to sell the small business payroll products available at ADP
* Maintained 100% of sales plan first year in position
* Developed and executed a cold calling strategy to prospect targets for ADP payroll and HR solutions and kept record of all activity in Salesforce
* Maintained client relationships by handling any issues to ensure complete satisfaction
* Cross sold business outsourcing solutions to an existing client base

**Assistant Branch Manager****Enterprise Rent-A-Car** － Statesboro, GA

**05/2012 to****05/2014**

* Promoted to position after 11 months as a Management Trainee for leadership skills and sales ability
* Worked with Branch Manager to manage rental and maintenance of a 250 car fleet
* Primary contact for day-to-day operations of the branch
* Reviewed financial reports to help establish ways to reduce branch costs and increase revenues
* Branch received Triple Crown awards for excellent performance in sales and customer service 4 out of first 5 months
* Consistently performed as a top seller relative to other Assistant Branch Managers in Group 26
* Maintained a development plan to mentor and prepare Management Trainees for promotion
* Resolved customer service issues and negotiated positive outcomes while also focusing daily on ways to ensure "completely satisfied customers"
* Used time management skills to effectively handle customers, employees, and managerial tasks

SKILLS

General IT knowledge, B2B sales, cold calling, Salesforce and ConnectWise CRM, client management, customer service, Microsoft Office suite, Oracle and SQL while in University setting