

Sample Quick Make - Over

727.555.1212 St. Petersburg, FL

SALES AND MANAGEMENT EXPERIENCE

LIFESTYLES FAMILY FITNESS

Tampa, FL

Membership Sales Consultant

3/04 – present

- #1 Sales Consultant/MVP throughout Florida in June 2004 as commission-only sales consultant
- Prospect for sales leads daily; make 100 cold calls per day, and track and document progress
- Process paperwork and input customer data into company software/database programs
- Enter client information into Microsoft company software; train new employees in using software

Manager-in-Training/Operations Department

9/03 – 3/04

- Opened/closed club; reconciled all cash drawers with day sales sheets; deposited daily cash
- Trained five staff members; supervised staff and all club operations while Manager on Duty
- Assisted personal trainers in selling individualized training sessions and packages

SCC CORPORATION

Kansas City, MO

Assistant Manager - Marketing and Sales

8/01 – 8/03

- Coordinated daily employee workloads; supervised staff for warehouse storage and delivery company
- Coordinated driver/route schedules of pick ups and deliveries; organized warehouse storage layouts
- Processed and entered all data for incoming company orders
- Processed payroll for 12-15 employees (payroll taxes, workers compensation, Social Security withholding)
- Managed accounts receivable and accounts payable; generated invoices and processed payments

LITE RECEIVABLES MANAGEMENT

Pokino, KS

Senior Collections Representative

1/99 – 7/01

- Supervised 10-12 Collections Representatives; coached team on collection and negotiation strategies
- Handled 250 inbound/outbound calls for account collections/bankruptcies on Capital One accounts

EDUCATION AND TRAINING

General Studies - Johnson County Community College
Diploma - 3.0 GPA – Lake Bluff High School

Overland Park, KS
Lake Bluff, KS