



# Harvey Walker, Sales Coordinator

LOS ANGELES, CA 90291, UNITED STATES --  
email@email.com

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442

## PLACE OF BIRTH

San Antonio

## DRIVING LICENSE

Full

## LINKS

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## SKILLS

Closing Sales & Signing Contracts

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Optimizing Monthly Recurring Revenue (MRR)

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Referral Marketing

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Presentation Skills & Demoing

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Product Knowledge

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## HOBBIES

Painting, Drama, Violin

## LANGUAGES

English

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German

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## PROFILE

*Passionate Sales Coordinator seeking a new position at an organization where I can leverage my proficiencies, knowledge, and experience. Brilliant communication skills and set for a stimulating role, ready to make a lasting contribution to its success.*

## EMPLOYMENT HISTORY

### Sales Coordinatator, M3 Capital

Apr 2021 — Present, Los Angeles

*Mainly accountable for supporting VP of Sales, General Sales Manager, National Sales Manager, Sales Planner, and Digital Sales Manager with admin tasks.*

- Working meticulously with Order Management, Inventory Manager, and Distribution team, managing shipments according to specified deadlines.
- Working with allocated managers, working together on every project by their allocated managers.
- Reviewing typical admin processes and making effective improvements to better work efficiency and process.
- Provided support and help to outside sales reps and management.
- Worked with our Sales Managers and Sales Planners to support and their daily duties.

### Sales Coordinator, Deutsche Bank

Jan 2018 — Dec 2020, Delmas

*Liable for offering sales support services, guaranteeing the office is run competently, including admin support Sales Director, Channel Distribution Manager, Content Sales executive, and Business Development staff in Africa.*

- Improving and developing reporting tools and performance monitoring.
- Assisting with tracking of performance and management tools. It might include incorporating syndicated, internal, and customer-specific data.
- Working thoroughly with Trade Development to submit all NEC-ktag and programming value add samples to the board for consent and manage the approval process.
- Generating weekly reports in the SFA system and delivering weekly analyses of team performances to Sales managers

## EDUCATION

### Florida University, Masters of Science in Marketing,

Jul 2019 — May 2021, Orlando

Relevant Coursework: Sales Management, CRM Platforms, Lead Facilitation, Professional Selling, Sales Management

## **Arlington University, Bachelor of Science in Sales Management,**

Jan 2015 — Dec 2018, Reston

## **National Association of Sales Professionals (NASP), Online, Certified Professional Sales Person (CPSP)**

Jun 2017 — Dec 2017, Online

### **ACHIEVEMENTS**

- Achieved 2019 Top Sales Coordinator Award. Among 12 sales coordinators, the 15 person management staff was selected for having the skill to take the initiative and leading on an array of projects.
- Produced over 140 clients and about \$47,000 in sales within two months.
- Recognized and visited 34 schools in 4 months to schedule events to solicit products which generated 457 leads.