



HARVEY WALKER

Sales Coordinator

DETAILS

Contacts

1515 Pacific Ave, Los Angeles, CA 90291, United

States

email@email.com

3868683442

Driving license

Full

Place of birth

San Antonio

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 Coordinator, M3 Capital, Los Angeles

APRIL 2021 – PRESENT

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, Delmas

JANUARY 2018 – DECEMBER 2020

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

Masters of Science in Marketing, , Florida University, Orlando

JULY 2019 – MAY 2021

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

Bachelor of Science in Sales Management,, Arlington University, Reston

JANUARY 2015 – DECEMBER 2018

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

JUNE 2017 – DECEMBER 2017

LINKS

[LinkedIn](#) [Pinterest](#) [Resume Viking Templates](#) [Build this template](#)

SKILLS

Closing Sales & Signing Contracts

Referral Marketing

Product Knowledge

Optimizing Monthly Recurring Revenue (MRR)

Presentation Skills & Demoining

HOBBIES

Painting, Drama, Violin

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.

LANGUAGES

English

German
