

# HARVEY WALKER

## Sales Coordinator

1515 Pacific Ave, Los Angeles, CA 90291, United States

3868683442

email@email.com

Place of birth ..... *San Antonio*      Driving license ..... *Full*

### LINKS

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

### 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** ..... Jul 2019 — May 2021  
Orlando

*Masters of Science in Marketing,*

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

❖ **Arlington University** ..... Jan 2015 — Dec 2018  
Reston

*Bachelor of Science in Sales Management,*

**SKILLS**

Closing Sales & Signing Contracts ..... *Expert*      Presentation Skills & Demoing ..... *Expert*  
Optimizing Monthly Recurring Revenue (MRR) ..... *Expert*      Product Knowledge ..... *Expert*  
Referral Marketing ..... *Expert*

**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 ..... *Native speaker*      German ..... *Very good command*