**Nombre - Apellido**

|  |  |
| --- | --- |
| Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_English : B1-B2 | Spanish : NativeCitizenship: \_\_\_\_\_\_ (Stamp 2) | email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Part time / full time Summer season |

Good personal presentation skills |To be friendly, polite and helpful. | To be patient and diplomatic when dealing with complaints | Flexibility and reliability, with a willingness to work weekends and evenings | Stamina and efficiency | Good memory.

**PROFESSIONAL EXPERIENCE**

**2015-2017 Sales Representative – Company - Mexico**

* Providing a good client experience through product knowledge
* Overachieved sales targets by 150%
* Building effective working relationships with customers in order to understand their individual requirements and supply them with the best products.
* Dealing with customers by phone, email and face to face in order to close sales, up-sell and manage relationships (B2B);
* Making outbound calls to existing and new customers;
* Ensure the front-line service is exciting and attentive

**2010-2015 Warehouse assistant – Company. - México**

* Making outbound calls to existing and new customers;
* Answering clients´ requests via phone, email, and face to face to close sales, up-sell and manage relationships;
* Proposed outbound sales strategy to expand the leads and contacts;.

**EDUCATION:**

2018- **English Course** - College Dublin, Ireland

2015-2017 **Bachelors degree in XXXXX** - National University , Mexico Df, Mexico

2011-2014 **Leaving Certificate** - College, Mexico

**Courses:**

**Ireland / 2017 Diploma in Manual Handling**

**México / 2015 Diploma in supply chain**

**México / 2013 Diploma in warehouse management**

Im currently seeking employment. I am hard working, reliable, responsible and punctual. I work well on my own initiative, and aIso as part of a team. I am focused in achieving the requirements needed, and pay attention to details.

***References available upon request***

NOTES:

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