Linda Morwry
348 Somerset Road
Hayward, CA 94541
(510) 123-4567

Objective: To obtain a position as a Sales Coordinator, a Representative or an Account Executive to utilize my sales experience and customer service skills.

Summary of Qualifications:

- Twelve years successful experience in direct sales of a range of products and services.
- Extensive practical hands-on experience as co-owner and manager of a small business.
- Motivate and enthusiastic about developing good relations with clients.
- Effective working along or as a cooperative team member.

Relevant Skills:

Sales and New Account Development

- Increase a small publication's advertising revenue through market research and promotion.
- Developed new distribution outlets for a special-interest magazine in Northern California.
- Made cold calls and follow-up visits to retail outlets throughout the region.
- Organized detailed rout books and financial recordkeeping.

Customer Relations

- Served as vendor representative for Jana Imports
- Coordinated product information and distribution for 75 field representative and major accounts.
- Promoted giftware products at trade shows throughout the region.
- Handled face to face contacts with new and established customers.
- Oversaw the production of advertising and its placement in major trade publications.

Advertising, Marketing, Distributing

- Organized and styled merchandise for effective presentation in a 20-page giftware catalog.
- Kept accurate, current computer records of inventory, international suppliers, brokers and shippers.
- Handled all aspects of order taking and processing.

Employment History

2001-present	**Jana Imports** Sales Coordinator	Oakland, CA
1996-2000	**Déjà vu Publishing Co.** Distribution Coordinator	San Rafael, CA

Education

Bay City College — San Francisco, CA
Liberal Arts Studies 1987-1990