

Ann Doe

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PROFILE

Ambitious, organized **sales professional** who exceeds expectations for customer service and retention.

ACCOMPLISHMENTS:

- Led the sales team at GO Auto, Inc. by 10% or more for over a year.
- Established 30% of Erikkson Financial's \$12M portfolio.
- Implemented systems that increased overall department efficiency at King Publications.
- Trained and mentored new employees and provided support to colleagues.

EMPLOYMENT HISTORY

Sales & Finance Specialist

February 2015 – August 2017

GO Auto Inc., Aurora, CO

- Averaged approximately 25 inbound and outbound sales calls per shift
- Demonstrated automobiles by explaining characteristics and features
- Prepared forms and agreements for auto purchase following industry standards
- Qualified buyers for financing by running credit checks and assessing risk
- Closed sales by negotiating sales price and overcoming objections

Loan Underwriter/Sales Agent

May 2009 – January 2015

Erikkson Financial, Denver, CO

- Evaluated over 50 loan application submissions from dealers each day
- Provided conditioned approvals or declinations based on lender guidelines
- Communicated decisions to dealers in a concise and timely manner
- Established and maintained working relationships with over 50 dealerships
- Conducted weekly sales visits introducing new products and services to dealerships
- Developed more than 40 new dealership accounts throughout Colorado in three years
- Generated \$4 million in sales, increasing overall portfolio by 30% in a six-year period
- Maintained static pool levels consistently resulting in bonuses for five consecutive years

Purchasing Agent/Assistant to Purchasing Director

June 2006 – April 2009

King Publications, Denver, CO

- Negotiated terms and contracts with over 100 new and existing vendors
- Entered and processed purchase orders accurately and efficiently
- Reviewed, set-up and entered all new vendors and products
- Managed inventory including cost adjustments and balancing
- Was consistently selected to manage the office in absence of Director

EDUCATION

Associates Degree in Business (Computer Support Specialist)

2004

Community College of Denver, Denver, CO