

Cheryl Leone

3810 Hughes • Warren, MI 48092 • (586) 872-8167 • cleone1978@yahoo.com

Sales Representative

Objective: Sales Representative with the goal of effectively maintaining customer satisfaction by establishing rapport with customers and others who are in a position to help meet customer needs.

Summary of Qualifications:

- More than 17 years of professional experience in administration, inside sales, program management, marketing, and customer relations.
- Develop strong vendor relationships.
- Ensure quality assurance goals are achieved.
- Able to troubleshoot problems and offer effective, workable solutions.
- Developed interpersonal skills.
- Excellent interpersonal skills, phone manner, and office etiquette.
- Hardworking, energetic, and reliable; recognized for assuming additional responsibilities.

PROFESSIONAL EXPERIENCE:

Account Coordinator / Program Manager, March 2012 – May 2017

Imperial Marketing Inc., Southfield, MI

- Focus on promotional item sales as well as customer & vendor relations. Product research, quoting, order entry & follow-up. Maintaining great vendor & customer relations as well as managing high profile automotive web program.

Account Coordinator, April 1999 – March 2012

Creative Specialties Co., Inc., Madison Heights, MI

Focused on administrative office operations and promotional item sales to a diverse clientele, including: Price quotation; Negotiating terms of sale; Purchasing; Tracking shipments; Invoicing; Researching new merchandise; Client follow-up; Maintain positive rapport with both vendors and clients.

EDUCATION:

High School Graduate - 1996