

LP

Liam Parker

Sales Administrative Assistant

Dynamic sales administrative assistant with four years of experience supporting sales teams and managing client communication. Skilled in CRM systems, data analysis, and creating sales reports. Focused on streamlining sales processes to improve team efficiency.

PROFESSIONAL EXPERIENCE

Sales Administrative Assistant | July 2019 - Present
Peak Sales Group | Chicago, IL

- Maintain and update CRM systems for a sales team of 15, ensuring 100% data accuracy
- Generate weekly sales reports, identifying trends and opportunities for growth
- Coordinate client communication, scheduling follow-ups and meetings for account managers
- Improved proposal turnaround times by 25% through process optimizations

Sales Coordinator | June 2017 - June 2019
NextGen Marketing | Chicago, IL

- Supported sales team by preparing pitch materials and tracking leads
- Conducted data analysis to provide insights into client behavior

CERTIFICATIONS

- Salesforce Certified Administrator, Salesforce, May 2020

CONTACT

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EDUCATION

- Bachelor of Science (B.S.) in Marketing
June 2017
University of Illinois, Chicago, IL

KEY SKILLS

- CRM systems (Salesforce)
- CRM
- Data entry and reporting
- Sales tracking
- Team support