# **Professional Experience**

#### Director of Sales

Discovery Senior Living, Tampa, FL | March 2019 - Present

- Motivate 15 junior sales representatives to meet challenging sales targets and provide support, training, and mentorship
- Monitor the sales performance of 30+ representatives and set action plans to ensure success
- Collaborate with the Executive Director to set productivity and revenue targets and generate strategic business plans
- Identify areas for improvement and opportunities for new ventures and communicate these to the Executive Director

## Sales Representative

Colonial Life, Tampa, FL | July 2013 - March 2019

- Conducted client consultations to understand their needs and presented and explained a range of suitable solutions
- Built and maintained ongoing relationships with a large client base
- Planned and ran events to prospect for new customers and present the company's services positively and professionally
- Worked to tight time constraints to consistently exceed 99% of personal and team sales targets

## Education

### Bachelor of Science in Business Administration

University Of Central Florida, Orlando, FI | September 2007 - June 2011

Master of Science in Business Administration

Florida State University, Tallahassee, FI | September 2011 - June 2013

# Caitlin Sanford

765 Address Road, Tampa, FL 21098 c.sanford@myemail.com (123) 456-7890

Inspiring and assertive sales director with two years' experience in a leadership position and 7+ years' experience in a sales role. Well-developed strategic ability with a talent for seeing the bigger picture and leading diverse teams to success. Driven to exceed sales expectations and thrives in high-pressured working environments.

# **Key Skills**

- Tracking and analyzing sales data using CRM
- Strong leadership style
- Recruitment and mentoring
- Prospecting and managing client relationships
- Fluent in Spanish