

# JACK LYNDON

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(123) 456-7890

## EDUCATION

### Bachelor of Arts (B.A.) Marketing

University of Atlanta, Atlanta, GA  
September 2017 - May 2021

## KEY SKILLS

- Upselling
- Salesforce
- Relationship Building
- Lead Generation
- Consultative Sales

## CERTIFICATIONS

- Salesforce Certification,  
Udemy, Expected 2022

A Sales Professional with entry-level experience specializing in client relations, communication, customer success, and cold calling. A strong background in building rapport with sales prospects and upselling products and services to drive revenue growth.

## PROFESSIONAL EXPERIENCE

### Outside Sales Representative

HVAC Sales Inc, Atlanta, GA | May 2021 – Present

- Execute sales consultations with up to 30 prospects a week to drive HVAC sales, interface with potential customers to identify appropriate products based on business needs, and close over \$120K in new business for Q3 and Q4 of 2021
- Support lead generation activities, conduct cold calling, and travel to and from customer sites to attend sales meetings with prospects
- Utilize Salesforce CRM to manage leads, coordinate consultations, and schedule follow-up calls with high-value clients
- Attend meetings with the outside sales team and sales manager to identify improvements to the sales pitch, upselling techniques, and sales strategy

### Sales Associate

Sears, Atlanta, GA | June 2020 – May 2021

- Provided customer service and sales support to 30-80 customers per day, processed sales transactions using the POS system, and achieved a top-five ranking for eight consecutive months in Sears credit card sales