|  |  |
| --- | --- |
| Sheila Scott |  Hampton, VA 78367 | (222) 555-223 sscott@rremail.com |

**Logistics Coordinator | Sales**

Sales representative with 5+ years of sales and logistics coordinator experience. Background includes account management and building rapport and fostering relationships. Recognized for exceeding goals, as well as establishing, conveying, and implementing company vision. Proven record of successfully launching new sales strategy and creating name recognition in a highly competitive marketplace.

# Areas of Expertise

|  |  |  |
| --- | --- | --- |
| * Sales Management
 | * Consultative Selling
 | * Relationship Management
 |
| * Cross-Selling/Up-Selling
* Sales/Marketing Strategizing
 | * Coaching/Training
* Customer Retention
 | * Market Research/Analysis
* Sales Forecasting/Budgeting
 |

# Professional Experience

**Logistics Coordinator / Carrier Sales**, 2019 to Present
Logistics Company | Hampton, VA

Ensure efficient operation for shipping and receiving, stock allocations, inventory controls, and all aspects of shipping customer orders on a timely and cost-effective basis. Confirm quality control standards are maintained. Coordinate commercial carriers for freight service. Prepare proper documentation for transportation. Provide on-site troubleshooting and resolve customer concerns.

* Secure $380K yearly sales margin and sell on average 220 loads per month.
* Increased trailer load percentage from 82.4% to 91.8%

**Sales Associate**, 2015 to 2019
Foot Locker, Inc | Hampton, VA

Acquired an expertise in customer service and "closing the sale". Developed proficient product knowledge of athletic footwear. Participated in receiving, check-in, and stocking of merchandise, updated and maintained existing client accounts, and trained new sales associates. Advised customers on new styles, fashion trends, and merchandise features. Guaranteed highest levels of customer service and satisfaction.

* Led sales associates, delegated tasks, established goals and guided team to surpass goals.
* Collaborated with team that designed and implemented trajectory program to increase productivity in shipping and receiving department, still utilized in Nike stores nationwide.

# Education

 **B.A., Corporate Communications**, 2017, Parks University | Hampton, VA