

**Rxxxxx E. Hxxxxx**

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**EDUCATION**

University of Georgia, Athens, GA May 2005  
Bachelor of Arts—Speech Communication  
Employed fulltime throughout school to finance tuition and living expenses.

**SUMMARY OF QUALIFICATIONS**

- Direct sales & customer service experience in a business to business and retail sales setting.
- Excellent oral and written communication skills; maintains professional relationships.
- Proficient in needs assessment (evaluating personnel and office equipment).
- Effective prospecting techniques (Internet and cold calling) to generate sales leads.
- Proficient in Microsoft Office Suite (including Excel and PowerPoint) and Photoshop.

**SPECIAL PROJECT**

Biodiesel promotional campaign – Wrote and designed an informational pamphlet for the promotion of Biodiesel as an alternative fuel, organized & gave informational speeches to groups on campus, helped organize a benefit event to raise awareness.

**WORK EXPERIENCE**

IKON Office Solutions – Northwest GA 2005 - present

Account Executive

*Responsible for managing sales territory as a business to business representative, calling on prospective customers, selling products and services, writing lease and service contracts, completing paperwork, and handling financial transactions between companies.*

The University of Georgia – Athens, GA 2005

Student Activities Business Office Assistant

*Responsible for providing administrative support for office, managing and filing confidential information, handling money, and helping to balance daily financial reports.*

Belk Inc. – Athens, GA 2003-2004

Sales Floor Associate and Store Remodeling Team

*Responsible for managing inventory, organizing by style, brand, and price point, merchandising, setting ads, building store displays, greeting, assessing, and serving customer needs, and handling transactions.*

Sprint PCS – Augusta, GA 2001-2002

Retail and Business Sales Representative

*Responsible for business to business sales representing unit sales of \$2,500 to \$40,000, conducted outside sales calls, prepared and delivered presentations to local businesses to achieve goals.*

The Sports Authority – Augusta, GA 1999-2001

Sales Associate, Service Technician, Level III

*Responsible for retail sales of sporting equipment; maintained inventory and merchandise flow to increase sales; promoted following first year of employment.*

**REFERENCES AVAILABLE UPON REQUEST**