

JO ANN GREENAUER

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OBJECTIVE

Computer Sales Representative

EDUCATION

Bachelor of Science in Computer Information Systems, May 20XX
State University of New York College at Buffalo
3.6/4.0 Major GPA

Relevant Courses:

Consumer Behavior	Sales Methods and Techniques
Computer Organization	Database Management Systems
Systems Analysis & Design	Data Communications

EXPERIENCE

Sales Associate, November 20XX-present

Radio Shack, Buffalo, New York

- Promote electronics, including wireless communications, digital imaging, portable computing, and home entertainment components and services.
- Provide cost-effective solutions to meet electronics needs and customers' distinct electronics wants.

Financial Services Representative, June 20XX-November 20XX

Metropolitan Life Insurance, Buffalo, New York

- Analyzed clients' needs and recommended appropriate life, health, and annuity policies.
- Achieved 105% of sales goals for three successive quarters.
- Facilitated claims process for customers.

Sales and Recruitment Representative, May 20XX-November 20XX

Western Temporary Services, Buffalo, New York

- Interviewed applicants to assess job skills and experience.
- Collaborated with state employment agencies and local businesses to fill job openings.

Sales Service Clerk, November 20XX-December 20XX

OCR Data Tax Systems, Greece, New York

- Verified and processed customer sales orders to determine department distribution.

Purchasing/Receiving Clerk, July 20XX-December 20XX

Gates-Chili Medical Center, Gates, New York

- Reconciled purchase order and invoice numbers.
- Supervised distribution of equipment and supplies to departments.

PROFESSIONAL AFFILIATION

National Association of Sales Professionals, January 20XX-present