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**DAMELIN**

**2016-2019**

Public Speaking Course

**SALES INSTITUTE OF AMERICA**

**2016-2019**

Certified Sales Professional

**SALES COORDINATOR**

**THRIFTY CAR RENTAL**

**2012-2015**

• Providing support and sales assistance to outside sales representatives and executive management

• Working with the Sales Planners and Sales Managers to assist and support in their daily tasks

• Assists in administrative functions for the General Manager in absence of the Executive Administrative PA

Enthusiastic Sales Coordinator looking to secure a new position at an organization where I can use my skills, training, and knowledge. Excellent communication skills and ready for a challenging role. success.

**TEXAS UNIVERSITY**

**2016-2019**

Bachelors in Marketing

**DALE CARNEIGE**

**2018-2019**

Diploma in Conflict Resolution

**Customer Service**

**Service**

**SALES COORDINATOR**

**MANGO AIRLINES**

**2010-2011**

**•** Process reports in a daily manner, journals, reconciliations, and others.

• Handle client complaints and provide appropriate aftersales service

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WORK EXPERIENCE

**SALES COORDINATOR**

**DIAMOND LEAGUE BETS**

**2016-2019**

• Work closely with Inventory Manager, Order Management and Distribution team to manage shipments according to given deadlines

• Work with assigned managers, work cooperatively on any and all projects by their assigned managers

• Review general administrative procedures and implement efficient improvements to drive work efficiency and process gains

**Refunds**

**Calendars**

SKILLS

EDUCATION

PROFILE

Sales Coordinator

ELIZABETH SMITH



