# Jo Citizen

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| --- |
| **Why me! Look at me! Make it clear here!**  Forget a summary or purpose or objective. Why is someone hiring you? Put that in this box! What are your superpowers? What makes you great?   * Key skills * Blue chip employers * Years of experience in this type of role |

## Education

|  |  |
| --- | --- |
| 2014 | Bachelor of Commerce – Marketing  University of Technology Sydney |
| 2004 | Certificate IV - Sales Management  Bourke TAFE |
| 1992 | Higher School Certificate  Sydney High School |
| 2012 | Business Development skills I & II  Boo Boo Sales Training |
| 2010 | Time management  So and So Training |

## Employment summary

|  |  |  |
| --- | --- | --- |
| Feb 2011 - Present | Sales Manager | Dumont Industries |
| June 2007 – Feb 2011 | Account Manager | Dumont Industries |
| Jan 2002 – May 2007 | Sales Representative | Consistent Supplies |
| Jan 1997 – Dec 2002 | Internal Sales Executive | Consistent Supplies |

## Employment history

#### Dumont

#### June 2007 – Present

Dumont is a market leading paint company, with branches in each state. The company sells primarily to architects and interior designers, targeting major construction projects. Company revenues exceed $40M per annum.

#### Sales Manager

#### Feb 2011 - Present

#### Responsibilities

* Manage 2 x sales staff
* Launch new brand into architecture market
* Key account management of five major accounts; Bunnings, Masters, Mitre 10,
* More responsibilities
* More responsibilities
* More responsibilities
* More responsibilities

#### Achievements

* Increased sales by 25% over the previous year in 2014
* Exceeded budget by 10% in 2014
* Reduced expenses by 15% on travel and accommodation by renegotiating with suppliers
* Increased sales with the largest key account by 15% over the previous year
* Exceeded sales budgets each year since 2010
* Awarded Sales Manager of the year 2013

*Reason for leaving* – no further career development

#### Account Manager

#### June 2007 – Feb 2011

#### Responsibilities

* Manage North side of Sydney Metro area, covering 250 accounts
* More responsibilities
* More responsibilities
* More responsibilities
* More responsibilities

#### Achievements

* Achieved sales budgets every year
* Increased sales by 10% or more each year

#### Consistent Supplies

#### Jan 1997 – May 2007

Consistent Supplies provides floor coverings via retail and commercial distribution. It operates in a niche market, providing floor coverings for cubby houses and royal palaces across the globe.

#### Sales Representative

#### Jan 2002 – May 2007

#### Responsibilities

* More responsibilities
* More responsibilities
* More responsibilities

#### Achievements

* More achievements that are quantifiable

*Reason for leaving* – change in management

#### Consistent Supplies

#### Internal Sales Representative

#### Jan 1997 – Dec 2002

## Software & Technology

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Adobe Indesign
* CRM – Salesforce, Sugar, Act!

## Interests

* Scuba diving
* Basketball
* Reading

## Referees

Joe Blogs

National Sales Manager

Consistent Supplies

0414 XXX XXX

Nelly Nags

Sales Manager

John’s Paints

0414 XXX XXX