



Liam Parker

Dynamic sales administrative assistant with four years of experience supporting sales teams and managing client communication. Skilled in CRM systems, data analysis, and creating sales reports. Focused on streamlining sales processes to improve team efficiency.

CONTACT

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KEY SKILLS

- CRM systems (Salesforce)
- CRM
- Data entry and reporting
- Sales tracking
- Team support

PROFESSIONAL EXPERIENCE

July 2019 - Present

Sales Administrative Assistant | Peak Sales Group | Chicago, IL

- Maintain and update CRM systems for a sales team of 15, ensuring 100% data accuracy
- Generate weekly sales reports, identifying trends and opportunities for growth
- Coordinate client communication, scheduling follow-ups and meetings for account managers
- Improved proposal turnaround times by 25% through process optimizations

June 2017 - June 2019

Sales Coordinator | NextGen Marketing | Chicago, IL

- Supported sales team by preparing pitch materials and tracking leads
- Conducted data analysis to provide insights into client behavior

EDUCATION

Bachelor of Science (B.S.) in Marketing

University of Illinois, Chicago, IL | June 2017

CERTIFICATIONS

Salesforce Certified Administrator, Salesforce, January 2020