

# Michele Williams

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## OBJECTIVE

Obtain the position of sales manager within good company where I can utilize extensive experience and skills in customer service.

## SKILLS

- customer service
- marketing
- sales management
- communication skills
- project management
- analytical thinking
- creativity
- MS Office programs

## WORK EXPERIENCE

### **Sales Manager (2014 – 2016)**

Strate Company, LLC, Chatsworth, GA

This position assumed the responsibility for all sales operations in the assigned region. I was planning and directing all sales and marketing programs as well as supervising sales associates. Participated in the management meetings and offered recommendations on how we can enlarge the profit. I also assisted directors with reviewing reports from sales personnel and planning budgets. My department has successfully increased sales within 2 years due to excellent performance and effective program management.

### **Assistant Manager (2009 – 2014)**

Brigga Company, Chatsworth, GA

My responsibilities were expanding all the time. I started from assisting manager in daily tasks, such as preparing reports, providing inventory control, and ordering supplies. It was later in the end of 2010 that I was assigned with responsibilities of coordinating employees. I also contributed to the administration of programs and offered recommendations on how we could improve company's operations. I administered payroll and prepared profit and loss statements for the company. In the absence of the manager I was the one running the operations.

### **Sales Associate (2004 – 2009)**

Thor Clothes, Chatsworth, GA

I was considered as one of the best salesmen in the store. I exceeded the sales goals and received multiple best salesman awards from the management. I provided excellent customer service to clients by answering their questions and providing necessary assistance. Organized store displays and ensured we had enough of clothes for our store. To cut the story short I did all what a salesman would typically do – sell goods.

## EDUCATION

### **Bachelor's Degree in Business Administration**

The University of Georgia, Athens, GA

### **Associate's Degree in Business Administration**

The University of Georgia, Athens, GA