

James Lawrence

MARKETER

Summary

Optimistic, creative and hardworking looking to join passionate team at unique store. Expert at helping customers find items, discover new products and enjoy positive overall store experience.

Experience

Receptionist

V Business Center Jun 2019 - Present

- Scheduled office meetings and client appointments.
- Welcomed all customers with friendly greeting, answered general questions, gathered nature of visit and directed to specific offices.
- Answered incoming calls on high-volume, multi-line phone switchboard and pleasantly transferred callers to appropriate personnel.
- Supported various administrative duties by proofreading, transcribing and invoicing.
- Resolved customer problems and complaints by [Action].
- Collected [Product or Service] payments from clients.
- Follow up on reservations and make sure their needs are met.
- Make an inventory of stationery and order it from the supplier on a weekly basis.
- Close the cache of the company's cafeteria.
- Sign the reports from the reservation owner and receive money .
- From him after making sure that he receives the invoice.
- Receiving customers, introducing them to offices and explaining them about the process of renting offices and halls.
- Follow-up and amendment of reservations on the automatic reservations system.

Sales Representative

Alwasleh Company Oct 2018 - Nov 2018

- Assisted customers with finding suitable products and checked availability in ERP System.
- Maintained a friendly manner and calm, positive demeanor when handling.
- Worked to ensure all individual and team targets were met. Delivers an excellent customer experience, helping customers choose the right product and/or service for their requirements.
- Conducts problem solving and troubleshooting. Proficient in completing all work according to deadline.
- Collecting customer payments and penalties also dealing with ERP system, printing voucher and answering questions about their

Contact

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Skills

- Ability to plan , organize and work to deadlines
- A strong team player who can also work alone with minimum supervision
- Event management
- Telesales
- Excellent personal skills : Well presented , Relationship building ,Determined , Ambitious
- Sales

Education

Marketing

Balqa Applied University

2014 - 2018

Graduated from major marketing with 3.20 (very good) GPA, The second on my semester.

Languages

English	■ ■ ■ ■ ■
French	■ ■ ■ ■ ■
German	■ ■ ■ ■ ■
Arabic	■ ■ ■ ■ ■

accounts

Marketing Trainee

Royal Academy of Culinary Arts *Jul 2018 - Aug 2018*

- Analyzed competitors to evaluate the effectiveness of marketing strategies.
- Supporting the sales manager and marketing team in all aspects of their work.
- Handling sales phone calls and e-mails.
- Attending and presenting a company at marketing events.
- Building an understanding of a customer and clients requirements.
- Assessing the results of a marketing campaign.
- Using social media for marketing purposes.
- Communicating with clients in a professional manner.
- Maintaining the marketing database of clients and contents.