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Cynthia A. Contreras

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Account Executive - Sales Manager New Business Development

PROFILE

Management professional with experience and skills to generate and grow revenue to meet sales goals

SKILLS AND QUALIFICATIONS

- Exceptional Communication Skills and Bilingual in English and Spanish
- Strong Client Relations; Account Development and Account Management
- Excellent Sales Strategies with Proven Sales track record and Deal Closer
- Team Builder Expertise; Creative Problem Solver; Personable and Professional
- Market and Promote New Business; Strong Outreach and Market Analysis
- Computer Proficiency in: Microsoft Office, Excel, QuickBooks, Photoshop, Typing Tutor
- Experience in cold calling, developing new accounts, writing proposals, coordinating commercial copywriting and production and ongoing billing collection; Follow up on sales orders and ensure client satisfaction
- Able to ensure sales orders are submitted and processed according to company policies and procedures
- Able to provide weekly activity reports, call reports and other sales reports when required

WORK HISTORY

Business Development **Maserati of Santa Monica, Santa Monica, CA** **10/2018 – current**
Assisted in developing new business, provided attentive customer service to clients, served as the Assistant Service Advisor.

Driver **Uber, Los Angeles, CA** **11/2015 – current**
Safely transport clients around Los Angeles County and San Francisco. Follow phone navigation to clients pick up and drop off locations. Follow all company rules and safety guidelines.

Business Owner **Cynthia's Cleaning Company, Modesto CA** **09/2011 – 03/2015**
Commercial industrial cleaning company handling different facilities and maintained the floors; new business development and account management; Hired and trained employees

Inventory Specialist **Stockton Paper & Janitorial Supply, Stockton CA** **01/2007 – 09/2011**
Trained New Employees, Increased Sales Volume, Account Manager Specialist

Sales Manager **Central Sanitary Supply Inc. , Modesto CA** **02/2004 - 01/2007**
Inventory Specialist, Prospecting and Cold Calling, Increased Sales Volume

EDUCATION

GED: General, Modesto CA

Modesto Computer Academy

Cashier Test

Score 10 / 15

1) A roll of quarters is worth?

- a) \$5.00
- ~~b) \$10.00~~
- c) \$15.00
- d) \$20.00

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- ~~d) \$2.00~~

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service

6) What is the current sales tax rate in your city?

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should

you give back?
a) \$4.06 _____

- a) \$4.00
- b) \$2.00
- c) \$7.00
- d) \$5.00

8) A customer buys a product that is defective. What should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

9) A customer buys 3 items. The first item costs \$6.00. The second item costs \$8.00. The third item costs \$10.00. How much does the customer pay?
a) \$6.00
b) \$8.00
c) \$10.00
d) \$12.00

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$2.25 each. If you are given \$100.00 how much change should you give back? **19.00**

a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

1.S
90%

075 9.5

Cashier Test

Score / 15

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? CA ID - Drivers Lic.

15) How many \$20 bills are in a bank band? 100