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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



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?

8.75%

9.5

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
- b) \$2.06
- c) \$7.06
- d) \$5.06

$$\begin{array}{r} 10.00 \\ - 1.25 \\ \hline 8.75 \end{array} \quad \begin{array}{r} 8.75 \\ - .90 \\ \hline 7.85 \end{array} \quad \begin{array}{r} 7.85 \\ - .79 \\ \hline 7.06 \end{array} \quad \begin{array}{r} 10.50 \\ - 10.50 \\ \hline 0.00 \end{array} \quad \begin{array}{r} 7.25 \\ - 7.25 \\ \hline 0.00 \end{array} \quad \begin{array}{r} 21.00 \\ - 14.50 \\ \hline 6.50 \end{array}$$

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

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

$$\begin{array}{r} 50.00 \\ - 10.50 \\ \hline 39.50 \end{array} \quad \begin{array}{r} 39.50 \\ - 7.25 \\ \hline 32.25 \end{array} \quad \begin{array}{r} 32.25 \\ - 7.25 \\ \hline 25.00 \end{array} \quad \begin{array}{r} 25.00 \\ - 10.50 \\ \hline 14.50 \end{array} \quad \begin{array}{r} 14.50 \\ - 7.25 \\ \hline 7.25 \end{array} \quad \begin{array}{r} 7.25 \\ - 7.25 \\ \hline 0.00 \end{array}$$

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

$$\begin{array}{r} 20.00 \\ - 3.75 \\ \hline 16.25 \end{array} \quad \begin{array}{r} 16.25 \\ - 4.25 \\ \hline 12.00 \end{array} \quad \begin{array}{r} 12.00 \\ - 12.00 \\ \hline 0.00 \end{array} \quad \begin{array}{r} 21.00 \\ - 14.50 \\ \hline 6.50 \end{array} \quad \begin{array}{r} 6.50 \\ - 6.50 \\ \hline 0.00 \end{array}$$

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 \$3.25 each. If you are given \$100.00 how much change should you give back?

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

$$\begin{array}{r} 100.00 \\ - 3.75 \\ \hline 96.25 \end{array} \quad \begin{array}{r} 96.25 \\ - 3.75 \\ \hline 92.50 \end{array} \quad \begin{array}{r} 92.50 \\ - 1.25 \\ \hline 91.25 \end{array} \quad \begin{array}{r} 91.25 \\ - 1.25 \\ \hline 90.00 \end{array} \quad \begin{array}{r} 90.00 \\ - 2.50 \\ \hline 87.50 \end{array} \quad \begin{array}{r} 87.50 \\ - 2.50 \\ \hline 85.00 \end{array} \quad \begin{array}{r} 85.00 \\ - 3.25 \\ \hline 81.75 \end{array} \quad \begin{array}{r} 81.75 \\ - 3.25 \\ \hline 78.50 \end{array}$$

**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