

# SUNSHINE WRIGHT

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## Professional Summary

I am a very knowledgeable, on time, reliable, trustworthy, honest, and I have a huge knowledge base of your company products due to my last employer. I would love to find a company that I can stay with and eventually retire with.

## Skills

- Account management
- Strategic planning
- B to B sales
- Sales presentations
- Trained in consumer marketing
- Direct sales
- Sales processes
- Sales reporting
- Accomplished manager
- New business development
- Strategic account development
- Analytical problem solver
- Solution selling
- Database management

## Education

**High School Diploma** - 2009

*Erwin Technical College - Tampa, FL*

## Work History

**Industrial Sales Manager** - December, 2020 to June, 2021

*Max USA - Tampa, FL*

- Increased sales by [Number] through effective employee training, close monitoring of regional and local markets, and inventory management.
- Collaborated with the sales, marketing, and management teams to develop solutions and achieve common goals.
- Met with [Job Title]s one-on-one to identify selling roadblocks and provided advice, including [Area of Expertise], on how to best address them.
- Created and implemented new business opportunities using strategic networking strategies.
- Worked cross-functionally with headquarters, regional, and other teams across the country to ensure that the message and experience were consistent.
- Created compelling presentation decks to gain approval for ideas and communicate results.
- Kept track of the performance of the sales team, analyzed sales data, and reported findings to the area managers.
- Hired, supervised, and coached [Number] employees on sales strategies to maximize performance.
- Increased retail sales volume in my assigned territory by [Number]% through strategic budgeting and product promotion.

**Rental Assistant Manager** - December, 2018 to November, 2020

*Grand Estates LLC - Atlanta, GA*

- Kept track of the progress of construction and maintenance projects and alerted the appropriate people when there were any updates, delays, or schedule changes.
- Used my strong negotiating skills to get contractors to agree to reasonable fees for [Type] and [Type] work.
- Analyzed and evaluated financial statements on a monthly and quarterly basis.
- Set up appointments for showings of marketed properties.
- Created, reviewed, and submitted operating and capital budgets for the property.
- Planned and attended [Type] meetings on a [Timeframe] basis to allow residents to ask questions and provide a forum for issues to be discussed.
- Managed [Type] and [Type] property documents for permanent records and regulatory requirements.
- Created and maintained a list of available properties for commercial and industrial use that met a variety of needs and budgets.
- Examined operational data for its impact on ROI, identified trends, and made recommendations for changes.
- Oversaw and improved the work of [Type] and [Type] team members in order to maximize efficiency and achieve the desired outcomes.
- Compiled maintenance and repair requests for submission to the [Type] department and solicited bid proposals from local contractors.
- Promptly and appropriately handled tenant complaints, bringing in repairmen and other support services as needed.
- Assessed properties, gathered information, and wrote reports about my findings for submission to [Job title] every [Timeframe].
- Was in charge of monthly collections totaling over \$[Amount], ensuring high payment rates by cultivating positive relationships with tenants.
- Reduced vacancy periods by collaborating with building owners to strategize improvements to marketing initiatives, business plans, and tenant outreach programs.
- Oversaw operations for more than [Number] tenants spread across [Number] property units.
- Worked with landowners to secure mineral access rights and encourage drilling on private property.
- Communicated with key on- and off-site tenant contacts on a regular basis to ensure that they were happy with the facility and services.
- Maximized rental income while lowering expenses through effective planning and control.
- Devised and implemented a strategy to achieve and maintain a rate of occupancy of [Number]% or higher.
- Kept accurate, detailed records that were fully compliant with reporting requirements to meet all state, local, and federal housing requirements.
- Cold calling and referrals were used to generate leads for sales and rental properties.
- Led property tours to highlight features, answer questions, and reroute concerns in order to close deals.
- Verified their income, assets, and expenses and completed a file tracking sheet for each applicant.
- Ensured that a sufficient number of units were available for sale at all times.
- Reduced operating costs by [Number]% by implementing cost controlled procedures.

**Customer Service Sales Representative** - January, 2013 to May, 2017

*Citigroup Technology - Tampa, FL*

- Organized trade shows and created marketing collateral to reach more potential customers.
- Increased brand awareness, implemented promotional campaigns, and used sales tactics for [Product or Service].
- Went to customer sites to assess needs, demonstrate offerings, and propose strategic solutions for a variety of issues.
- Built and nurtured strong relationships with customers in order to foster loyalty and increase customer satisfaction ratings by [Number]%.
- Collaborated with retail representatives to improve product presentations and advertising collateral in order to increase sales.
- Researched potential clients and markets to prepare for meetings.
- Established fair pricing structures and finalized contracts to complete purchase agreements with [Type] customers.
- Outperformed my sales targets and increased client retention by [Number]%.
- Prospected [Number] potential customers per week and maintained a solid [Number]% conversion rate through [Action].
- Attracted new customers and retained existing ones through proactive management of individual needs and development of robust [Type] solutions.
- Attracted new customers and retained existing ones through proactive management of individual needs and development of robust [Type]



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