

# CHARLIE STYLES

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## SALES EXECUTIVE PROFESSIONAL

Account Management & Business Development

Passionate, Motivated, and Driven **Sales Executive** has 22+ years of cumulative working experience, and proven expertise in exceeding sales and profit goals, as well as leading and coaching teams in the accurate and timely execution of all company initiatives and procedures. Extremely competent professional maintains proven expertise in designing and overseeing numerous business development and sales initiatives, increasing revenue, building existing and expanding customer accounts and driving market growth. Establishes rapport and confidence while building strong and long lasting relationships with a diverse group of individuals. Possess exceptional planning, prioritizing and goal-setting skills to achieve optimal outcome to create, implement and document efficient methods of operations; thrives in demanding team environments, promotes cooperative behavior and team efforts.

- ✦ Account & Relationship Management
- ✦ Outstanding Customer Service
- ✦ Skillful Communicator & Team Builder
- ✦ Adept in Organization & Multitasking
- ✦ Team Management & Leadership
- ✦ Analytical & Detailed Problem Solver

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## CAREER HISTORY

### PreFixe Inc

Jan 2007 – Present

Sales Executive / Manager

- ✦ **Sourced new customers** and partnered with existing ones by providing exceptional care and offering customized solutions that cater to each unique need.
- ✦ Demonstrated the ability to quickly **establish rapport and credibility** and build solid business relationships with clients in order to determine their business goals and objectives; developed and executed strategic business plans, eliminated roadblocks and grew business.
- ✦ Performed key account planning to identify, develop, and **close business opportunities** in support of business plan and strategic objectives; provided Sales Quotation for acquiring products and services.
- ✦ Maintained favorable business relationships with key accounts and **positive working relationships** with Custom Border Patrol and Port Directors.
- ✦ Conducted **weekly trainings**, motivated, coached, and effectively developed and managed a diversified staff in a fast paced environment; strived for maximum team performance and ensured all staff understand and comply with company's principles, techniques, and procedures.

### Golden Manufacturer

2007 – Present

Account Executive

- ✦ Assumed responsibility for the overall sales process and sales related activities required to create a profitable book of business; established and managed existing and new customer relationships contributing to the development and acquisition of new business opportunities.
- ✦ Maintained close collaboration with clients and thoroughly understood their specific needs; provided tailored solutions that meet customers' requirements and drive success leading to **substantial growth of existing accounts**; deployed contracts and tariffs to facilitate the provision of outstanding customer service that completely satisfies customers' goals.
- ✦ Sourced new contacts to generate business through the utilization of various **cold calling** and various prospecting initiatives; kept current with **market trends** and competition to insure sales plans will maximize pipeline and revenue opportunities.
- ✦ Engaged with CEO, President, and department leads; participated in **tradeshows** to secure new customer prospects; held accountable for the management and execution of yearly contracts.

### CityCorp Realty

2006 – Present

Realtor

- ✦ Led and **influenced the buying process** of first time home buyers, achieving **customer satisfaction** and prompt resolution of clients' concerns; communicated with clients in a professional and courteous manner managing to understand their property needs and any specific amenities they are seeking.

- ✦ Secured new and **expanded business opportunities** through prospecting, networking, relationship building, and deployment of various innovative marketing techniques.
- ✦ Negotiated best value deals; collaborated with Mortgage lenders and held responsible for effective **management of advertising activities**.
- ✦ **Updated job knowledge** and current laws, trends and regulations by studying listings, visiting properties, participating in educational opportunities, seminars and classes.

**PayChex United**

1994 – 2007

Sales Executive (2002 – 2007)

Operations Manager (1999 – 2002)

Clerical/Accounting (1994 - 1999)

- ✦ Actively **researched for new sales opportunities** through cold calling, and other prospecting techniques; negotiated and closed deals, and handle customers complaints.
- ✦ Continuously **facilitated the growth and development of staff**; provided procedures coaching as well as mentoring and development to new hire employees contributing to the establishment of successful team dynamic and professional and positive working environment.
- ✦ Held accountable for the **operational performance** of the company regulating all working relationships with Trucking Companies, Rail and Air Freight Carriers; cooperated with carriers to schedule delivery appointments; generated ongoing end of the month **reports** to detail activities and results.
- ✦ Generated and closed invoices and managed billing; fielded inbound calls in a professional and courteous manner; performed various accounting tasks, AP and AR responsibilities.

## EDUCATION, COURSES & CERTIFICATION

**University of Boston**, 1996 – 1998, Business Management

**Boston University**, 1994 – 1996, General Studies, Business Management

Communicating With Tact, Diplomacy and Professionalism, 2016

Coaching and Teambuilding for Managers, 2016

TSA Certificate, Transportation Security Administration

## AWARDS

Presidents Circle "Top Sales"

*References Gladly Provided Upon Request*