

CUSTOMER S. NAME

Bozeman, MT 59715 | (555) 555-5555 | theclientsemailaddress@gmail.com

Qualifications for Medical Sales

Quick-Learning Team Player Committed to Exceeding High-Volume Sales / Business Objectives; Available for Travel

HIGH-VOLUME SALES | NEW BUSINESS DEVELOPMENT | MARKETING CAMPAIGNS | PROMOTIONS
NEEDS ANALYSIS / ASSESSMENT | CUSTOMER RELATIONS | ACCOUNT MANAGEMENT | VENDOR RELATIONS
MENTAL HEALTH SERVICES | CLIENT / PATIENT RELATIONS | MEDICATION ADMINISTRATION | REGULATORY COMPLIANCE

Highly Accomplished Professional who is eager to attain a growth-focused sales role to maximize bottom-line performance in alignment with a company's vision, value, and goals. **Ambitious Self-Starter** who offers solutions-centric critical thinking for insightful results, and who contributes a background in sales / operations, in-home support for developmental and mental health challenges, HIPAA, and medication management. **Out-of-the-Box Thinker** who rises above challenges to achieve winning outcomes, including quickly adapting to evolving market scenarios. **Excellent Communicator** who develops relationships with healthcare professionals, sales / business teams, and clients / customers, and who leads peers by example and with ethics and integrity.

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Science in Medical Biology

UNIVERSITY OF OMITTED

*Biology | Microbiology | Chemistry | Genetics | Physics | Organic Chemistry
Cell & Molecular Biology | Sociology | Psychology | Statistics | Anatomy | Physiology*

Certified Residential Medication Aide (24-Hour) – State of Maine Department of Health & Human Services
Behavioral Specialist | Habilitation Specialist – State of Maine Department of Behavioral & Development Sciences

Alcohol Awareness | ServSafe for Alcohol | CPR | First Aid
General Safety Matters | Fire Safety | Non-Abusive Psychological & Physical Intervention
HIPAA | Seizure Management | Patient Handling | Bloodborne Pathogens | In-Home Support Documentation

PROFESSIONAL SYNOPSIS

Operations Manager | Assistant General Manager COMPANY NAME, BOZEMAN, MT 2013 – PRESENT

Lead forward-thinking operations while managing sales / marketing, profit / loss, budget control, invoicing, and inventory management, as well as team building and training of a 35-member staff, workflow prioritization, and bi-weekly payroll. Oversee financial evaluations and product mix calculations, calculate sales reports, analyze menu item price points / costs, and minimize waste. Coordinate strategic marketing initiatives, including social media campaigns, local networking, community events, and advertisements (i.e. radio, magazines, newspapers).

- ✓ **Successfully increased total annual sales 11% each year from 2013 to 2016.**
- ✓ **Recognized as the “go-to” 1:1 trainer of new staff, and updated training manuals.**
- ✓ **Reduced F&B costs by 10% by managing pricing and correcting labeling and expenses.**
- ✓ **Decreased expenses 22% from 2013 to 2016, and reduced operational labor costs up to 22%.**
- ✓ **Improved liquor costs from 25% to a consistent 18% YOY within first year of bar management.**

Assistant Manager | Team Leader | Certified Trainer COMPANY NAME, BOZEMAN, MT 2008 – 2013

Played a vital role in managing fast-paced restaurant operations while training, coaching, mentoring, and managing a team of customer service-centric employees. Contributed talent in handling recordkeeping efforts.

- ✓ **Expanded business plans while enhancing operational efficiency and productivity.**
- ✓ **Continually complied with company's operational standards, policies, and procedures.**

District Service Provider | Behavioral Specialist I COMPANY NAME, WATERBORO, ME 2001 – 2006

Delivered in-home support to individuals with developmental and mental health challenges, including strictly adhering to life skills-focused client service plans. Promoted individuals' growth by encouraging self-confidence, self-esteem, personal responsibility, and informed choices, and improved quality of life for clients by participating in activities to strengthen families and communities. Complied with legal and regulatory requirements, including mandatory reporting of abuse and neglect. Built beneficial relationships among recipients of mental health services with an understanding of disabilities, including the effects of disabilities and the communities' attitudes.

- ✓ **Counseled clients in daily living activities, and enhanced services to boost results.**
- ✓ **Resolved all challenges related to the delivery of home-based mental health services.**
- ✓ **Managed daily logs, maintained tracking sheets, and computed improvement percentages.**