

# LISA ANN MILLER

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## CAREER OBJECTIVE

Seeking a results-oriented account executive position leading to a career in corporate sales management

## EDUCATION

**Oregon State University** Corvallis, Oregon  
Bachelor of Science in Business Administration, June 2008  
Emphasis: Marketing GPA: 3.7

Earned 100% of College Expenses

## STRENGTHS

High degree of self-motivation  
Ability to function independently and as a team member  
Capable of performing complex analytical tasks  
Comfortable in fast-paced, competitive environments  
Proficient with professional communication, both oral and written

## SALES / MANAGEMENT SKILLS

- Doubled monthly sales quota consistently for two years, reevaluating and increasing goals on a quarterly basis
- Handled more than 40 professional marketing accounts
- Consulted with clients to promote services and ensure high quality customer care
- Assisted with managerial duties including making budgeting decisions and conducting new employee training

## ANALYTICAL SKILLS

- Evaluated prospective clients' needs as well as hardware/software capabilities by phone
- Screened advertising inquiries and qualified purchase intentions
- Analyzed, evaluated and recommended solutions to customer problems

## COMMUNICATION SKILLS

- Utilized skillful and persuasive speaking techniques in a variety of professional settings
- Demonstrated interpersonal skills with clients and coworkers
- Facilitated monthly staff meetings, forecasting sessions, and yearly end of season evaluations

## EMPLOYMENT

Telemarketing Representative	Xerox corporation	April 2006 – present
Customer Service Representative	US Bank	June 2005 – May 2006
Direct Sales Intake Specialist	Jafra Skin Care	June 2004 – June 2005

## LEADERSHIP ACTIVITIES & AWARDS

Peer Counselor, OSU Business School  
Representative, US Bank Management Interchange Conference  
Volunteer and Staff Assistant, Boys Club of America  
Member, National Association for Professional Saleswomen  
Awarded, Dave Holt Scholarship