

# Chrissy D. Facilitator

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## OBJECTIVE

Professional work experience in Sales, Management and Service

## PROFILE

Very competitive, goal driven, and self motivating; Highly organized, dedicated, punctual, and responsible; Training and mentoring others; Demonstrated initiative and problem solving; Strong verbal and written communication proficiency; Experienced leader and 'go to' team member

## COMPUTER SKILLS

- Windows
- Word
- Excel
- Outlook
- Works
- Explorer
- Netscape
- Adobe Acrobat
- WordPerfect
- PageMaker

## EDUCATION

M.S. Public Service Administration Expected May 2006  
UNIVERSITY of EVANSVILLE Evansville IN

B.A. Double Major: Sociology and Philosophy • Minor: Business Administration May 1992  
Cum Laude • UNIVERSITY OF EVANSVILLE Evansville, IN

## PROFESSIONAL EXPERIENCE

### SALES

- Promoted from Sales Associate to Business Consultant after demonstrating excellent customer service skills and the ability to sell
- Exceeded personal sales goals and presently the top Business Consultant in the region for the Month, Quarter, and Year in sales volume
- Developed exceptional customer relationships and assured complete customer satisfaction
- Maintained vital product and industry knowledge, especially on new product lines and competitors

### LEADERSHIP/TRAINING

- Motivated new Business Consultants to strive to make their goals and develop long-term customer relationships
- Assisted and trained all new employees on aspects of selling and company procedures
- Spearheaded the collection of customer emails addresses, which resulted in department being the top address collector in the company, increasing customer contact and future sales
- Resolved customer service problems and issues, especially those relating to sales, product customization, and equipment leases

### COMMUNICATION/TEAMWORK

- Facilitated critical communication between families and hospital staff during patient crises
- Collaborated with professional team members in completing highly detailed and meticulous tasks
- Taught and mentored new staff in learning how to use computer software and mastering communication policies and procedures

## WORK HISTORY

*Business Consultant* • Three Widget Services • Evansville, IN 2000-Present  
*Surgery Ombudsman* • Methodist Hospital • Henderson, KY 1995-2000  
*Financial Consultant* • Jones & Jones • Jasper, IN 1992-1995

## COMMUNITY SERVICE

Toys for Tots Volunteer Feed Evansville Volunteer Be-A-Mentor Project  
Sustainable Business, Inc Eastside Business Nuts, Charter Member