

Rhonda R Weeks

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ADMINISTRATIVE ASSISTANT

Monitoring ♦ Reading Comprehension ♦ Speaking ♦ Writing ♦ Science ♦ Mathematics ♦ Management of Material Resources ♦ Management of Personnel Resources ♦ Time Management ♦ Judgment and Decision Making ♦ Active Learning ♦ Management of Financial Resources ♦ Operations Analysis ♦ Operation and Control ♦ Equipment Selection ♦ Quality Control Analysis

PROFESSIONAL EXPERIENCE

SALES REPRESENTATIVE

July 2009 - September 2012

WHOLESALE DEALER

Greer, SC

- Determine customers' financial services needs and prepare proposals to sell services that address these needs.
- Contact prospective customers to present information and explain available services.
- Sell services or equipment, such as trusts, investments, or check processing services.
- Prepare forms or agreements to complete sales.
- Make presentations on financial services to groups to attract new clients.
- Evaluate costs and revenue of agreements to determine continued profitability.

OWNER/OPERATOR

March 2005 - June 2009

HUGH'S AUTOMOTIVE LLC

Lyman, SC

- Responsible for all aspects of business operations
- Prepare sales slips or sales contracts.
- Receive payment or obtain credit authorization.
- Take inventory of stock.

ACCOUNT EXECUTIVE

January 2004 - March 2005

GSP AUTO AUCTION

Greer, SC

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- Contact prospective customers to present information and explain available services.
- Sell services or equipment, such as trusts, investments, or check processing services.
- Prepare forms or agreements to complete sales.
- Develop prospects from current commercial customers, referral leads, or sales or trade meetings.
- Review business trends to advise customers regarding expected fluctuations.
- Make presentations on financial services to groups to attract new clients.
- Evaluate costs and revenue of agreements to determine continued profitability.

ACCOUNT EXECUTIVE

TRACKXPRESS SERVICES, INC

June 2002 - December 2003

Greer, SC

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- Sell services or equipment, such as trusts, investments, or check processing services.
- Prepare forms or agreements to complete sales.
- Develop prospects from current commercial customers, referral leads, or sales or trade meetings.
- Review business trends to advise customers regarding expected fluctuations.
- Make presentations on financial services to groups to attract new clients.
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ACCOUNT EXECUTIVE

ALL SERVICES, LLC

August 2000 - May 2002

Greer, SC

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- Prepare forms or agreements to complete sales.
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- Review business trends to advise customers regarding expected fluctuations.
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EDUCATION AND TRAINING**DIPLOMA**

JAMES F. BYRNES

June 1983

Duncan SC

HONORS & AWARDS

- Business Management, 2005
- Sales & Marketing , 2000