

Margaret Coyle  
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## **OBJECTIVE**

I desire a position which will utilize my skills to provide customer satisfaction and maintenance.

## **SUMMARY OF QUALIFICATIONS**

Computer skills, training in time management. Attended many sales seminars.

## **EXPERIENCE**

### **Owner of an online Ebay store**

Self Employed, Phoenix, AZ  
11/2006 to Present

Started an online Ebay store. Required search for items, research, writing thorough listing, photo shoot, photos uploaded. Communicating with buyers. Package and Ship items. Maintained high feedback score. Achieved Power Seller status. Strong organizational skills, communication skills and computer skills utilized.

### **Account Executive**

Savvy Shopper Magazine, Phoenix, AZ  
09/2004 to 10/2006

Marketing for direct mail full color magazine. Sell advertising to new and existing client base. Be creative to assist clients in maximizing their response. Sell on benefits of long term advertising. Strong customer service and selling ability for retail clients. Signed the City of Chandler Downtown District for multi-issues contractual covers and inside 2 pages with merchants on a regular basis through 2007. Recognition from company for varied accomplishments.

### **Account Executive**

Dorian Naughton Design Group, Grosse Pointe, MI  
09/1995 to 08/2004

Develop and maintain business clients for graphic design purposes. End products were print, web design, published magazines and newsletters. Required research, administrative procedures, tracking and follow-up. Responsible for all aspects of sale from initial presentation through final agreement. Clients were small independent owners to the Detroit Medical Center, Crain Communications and a division of Unisys User Association for their annual educational conference publication and promotional materials.

**Employment Recruiter/Sales Consultant**

Boyer Search Group, Birmingham, MI

09/1985 to 08/1995

Solicited and maintained accounts primarily in banking and mortgage industry. Recruited and interviewed potential candidates for a variety of positions from Mortgage Processor and Closers to a V.P. of Finance as well as many support staff positions. Coordinated and attended for recruiting purposes many conventions and seminars. Responsible for correspondence on Microsoft word. Strong customer service and interpersonal skills. Placed qualified candidates in temporary, contract and permanent placements. Many varied responsibilities at this office were given to me. Payroll preparation and office duties were carried out. Diversified business into a new direction resulting in great success. Researched and branched out into the Banking industry while continuing to maintain existing business.

**EDUCATION & TRAINING**

Diploma, college Prep, Grosse Pointe South High School, MI

Attended, communications, Loyola University, IL

**HONORS, AWARDS, PROFESSIONAL ORGANIZATIONS**

volunteer with Women's Life Association. Charitable fundraisers.