

Tracy Clopp

Sales

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 1266 Lanyon Ln, Longmont, CO
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EDUCATION

SOUTH GARLAND HIGH

Garland, TX

High School Diploma (May 1997)

CAREER OBJECTIVE

Detail-oriented professional with 14+ years of experience and a proven knowledge of account development, brand management, and client relations. Aiming to leverage my skills to successfully fill the Sales role at your company.

PROFESSIONAL EXPERIENCE

MARKETING MANAGER

E.R.S. Legal Services, Longmont, CO / Jan 2016 – Jun 2019

- Formulate, direct and coordinate marketing activities and policies to promote products and services, working with advertising and promotion managers.
- Identify, develop, or evaluate marketing strategy, based on knowledge of establishment objectives, market characteristics, and cost and markup factors.
- Negotiate contracts with vendors or distributors to manage product distribution, establishing distribution networks or developing distribution strategies.
- Advise business or other groups on local, national, or international factors affecting the buying or selling of products or services.

SALES

Texas Legal Directories, GARLAND, TX / Jul 2012 – Dec 2015

- Maintain assigned account bases while developing new accounts.
- Explain to customers how specific types of advertising will help promote their products or services in the most effective way possible.
- Provide clients with estimates of the costs of advertising products or services.
- Locate and contact potential clients to offer advertising services.
- Process all correspondence and paperwork related to accounts.
- Inform customers of available options for advertisement artwork, and provide samples.

SHIPPING CLERK

Signature Card, Richardson, TX / Apr 2005 – Apr 2012

- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.

- Compare shipping routes or methods to determine which have the least environmental impact.