
PAYROLL SALES RESUME

Objective:

Seeking a Payroll Sales Representative position in a company where my skills and knowledge can be used and enhanced to the fullest.

Summary of Skills:

- Possess technical knowledge of payroll and the benefit industry
- Familiarity with Payroll, COBRA, state continuation laws and Section 125
- Strong ability to work in a team environment
- Exceptional ability to manage time effectively and to multi-task
- Profound ability to listen to and communicate with team effectively
- Excellent oral communication skills and presentation skills
- Strong analytical and negotiation skills

Work Experience:

Payroll Sales Representative
CJC Financial Resource Services, Mount Vernon, NY
August 2005 to till date

- Qualified incoming leads to analyze fit, budget and timeframe for closing.
- Initiated resources required to assist the sales process.
- Negotiated terms and conditions of the sale.
- Acquired new competitive information and disseminate to other representatives.
- Developed contracts and pricing strategies for targeted accounts.
- Collaborated with the professional services team helping to assure a smooth transition.

Payroll Sales Representative
AppleOne, Mount Vernon, NY
May 2000 to July 2005

- Retained acceptable percentage of client base revenue.
- Established sales contacts, researched client needs and introduced selling strategies.
- Produced qualified prospecting leads.
- Closed sales in a professional and efficient manner.
- Tracked the selling and closing process with pertinent implementation and client services team.
- Established cross-serving relationships and accomplished individual cross-serving goals.

Education:

Bachelor's Degree in Accounting
The University of Texas, Texas, TX

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