[Your Full Name]

Sales Account Coordinator

[City, State] | [Phone] | [Email] | [LinkedIn or portfolio URL]

Professional Summary

[Your experience or training] in sales account coordinator work. Skilled in [relevant strengths] with a record of [truthful achievement]. Seeking to contribute to [target role or team].

Core Skills

CRM, customer follow-up, quotations, order processing, Excel, coordination

[Keep only skills you have and tailor them to your target job.]

Professional Experience

[Job title] | [Employer] | [City, State] | [Month Year to Month Year]

- Supported [number] accounts and tracked [orders or opportunities].
- Prepared accurate quotations and reduced [processing time] by [result].
- Coordinated with [teams] to deliver [customer or revenue outcome].

[Previous role, internship or relevant volunteer experience]

- [Your contribution and measurable outcome.]

Education

[Degree or qualification] | [Institution] | [Graduation year]

[Relevant coursework or honors if useful.]

Selected Achievements

[Achievement supported by records]

Describe the action, scope and measurable result without overstating ownership.