



# Tyson Bedingfield

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## Objective

To contribute unique drive for excellence and success to your firm as a sales representative

## Professional Profile

- ◆ Motivated rising professional with strong education in communications, along skills highly applicable to closing sales, solutions selling, new product introduction/launch, public speaking, listening, maintaining a client base, strategic planning, customer-focused selling techniques, creative sales strategies, negotiation, handling customer objections, and business development.
- ◆ Enthusiastic, knowledge-hungry self-starter, eager to meet challenges and quickly assimilate product knowledge; committed to assessing customer needs and helping people through pharmaceuticals.
- ◆ Customer-focused, persuasive communicator who can grasp and convey complex product information, develop rapport, build strong relationships with customers, and deliver informative, high-impact sales presentations.
- ◆ Computer-proficient performer with expertise that includes MS Office.

## Education

- ◆ *Bachelor of Arts in Communications*, Quinnipiac University, Hamden, CT, May 2008

## Highlights of Professional Accomplishments and Experience

### Interpersonal Communication ~ Customer Service

- ◆ Utilized and improved communication skills through interaction with the public in all positions.
- ◆ Greeted visitors, scheduled appointments, deployed phone skills for university wellness center and attorney.
- ◆ Resolved and screened customer inquiries and complaints at busy home health-care agency.
- ◆ Served as student leader for Quinnipiac University's new-student orientation and introduce the school to new students; attained training in leadership skills and conflict resolution.
- ◆ Interacted with student groups and faculty to solicit items for successful charity yard-sale fundraiser and persuaded local merchants to donate door-prize items.

### Healthcare

- ◆ Triaged and managed calls on six-line phone system for 15 nurses at home health-care agency.
- ◆ Reviewed, updated, and reconciled home health-care agency's billings and maintained clinical records.
- ◆ Attained signed physicians' orders and maintained database for home health-care agency.

### Public Relations ~ Marketing

- ◆ Created press releases; contacted and informed media and community sponsors of upcoming events as Public Relations Intern for Hamden Museum of Art.
- ◆ Edited Hamden Museum of Art Web site; created and presented Web site enhancement ideas and changes.
- ◆ Researched and presented promotional and gift ideas for Hamden Museum of Art.

### Organization ~ Coordination ~ Detail Orientation

- ◆ Organized special projects as Office Assistant for Quinnipiac University wellness center.
- ◆ Reviewed and sorted employment application inquiries for home health-care agency.
- ◆ Prepared, posted, and reconciled private/public billing for attorney; created and maintained database for billings.
- ◆ Developed budget and stayed within it for charity yard-sale fundraiser.

## Professional History

- ◆ Public Relations Intern, Hamden Museum of Art, Hamden, CT, Jan. to Dec. 2007
- ◆ Medical Records Administrative Assistant, Health Builders, New Haven, CT, June to Aug. 2006
- ◆ Co-Chairperson, Yard Sale, Service Project, Quinnipiac University, Hamden, CT, 2005 and 2006
- ◆ Orientation Leader, Quinnipiac University, Hamden, CT, 2004 and 2005
- ◆ Administrative Assistant/Office Assistant, Buenger Center, Office of Student Activities, Quinnipiac University, Hamden, CT, Jan. May 2004; Oct. to Dec. 2005
- ◆ Executive Assistant, Attorney Janice Detweiler, New Haven, CT, June to Aug. 2003