

TJ Robinson

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Skills Summary

Solid experience in professional selling and sales management. Proven skills in outside-selling and promoting. Competent in planning, organizing and implementing sales projects. Knowledgeable in instructing and training employees. Professional comportment and a high level of integrity. Described by others as diligent, compassionate and confident.

Profile

Strategic, persuasive and organized. Creative, energetic promoter who communicates well with others and who enjoys working with people.

Enthusiastic and optimistic – believes a mutually beneficial resolution is viable in all situations. Excellent team building skills. Poised and competent with demonstrated ability to encourage and empower others to aspire to higher personal goals. Functional in deadline-driven environments.

Areas of Competence

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| ◆ Conduct training seminars | ◆ Practical knowledge of latest computer software | ◆ Management of sales goals |
| ◆ Marketing | ◆ Superior customer service skills | ◆ Excellent interpersonal, written and oral communication skills |
| ◆ Sales – cold calling | ◆ Credible speaking presence | ◆ Self-motivated, can work independently without close supervision. |
| ◆ General Office Skills | | |

Qualifications

SALES & MARKETING

- ◆ Promote sales and increases market share of software products to businesses nationwide.
- ◆ Develop sales pipeline activity by initiating the sales process through cold calling, qualifying opportunities, scheduling appointments and making presentations.
- ◆ Gather information on customer's business processes in order to supply value-added software solutions.
- ◆ Communicate customers' needs to technical management.

DETAIL MASTERY & ORGANIZATION

- ◆ Manage all aspects of organizational fundraising & volunteer coordination:
 - Plan & execute fundraising activities
 - Finances: payable/receivable, invoicing, budgeting.
 - Responsible for weekly communication to & coordination of over 100 volunteers.

Professional History

CIS – COMPUTER INNOVATION SERVICES, INC – Irving, TX – February 2011 to present
Senior Sales Consultant

- ◆ Initiate business contact to introduce oil & gas management software.
- ◆ Acquaint key decision makers with the functionalities of the software.
- ◆ Motivate the decision makers to schedule a product demonstration.
- ◆ Manage sales contact activity in Business Contact Manger (BCM).
- ◆ Communicate sales results to management.
- ◆ Relieved project managers of the sales lead process thereby increased sales leads by 10%.

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THE ROBINSON GROUP – Grand Prairie, TX – 2010 to present
Corporate Trainer – Independent Contractor

- ◆ Research and design customer service training modules.
- ◆ Conduct adult training classes on basic office etiquette, proper communication skills and customer service protocol.
- ◆ Improved the professionalism of office staff per management survey.

THE OAKS BAPTIST CHURCH – Grand Prairie, TX 2008-present
Vocal Facilitator

- ◆ Plan and implement vocal lesson plans.
- ◆ Facilitate vocal classes to pre-school children.

MATTHEW ROAD BC – Grand Prairie, TX 2005
Education Assistant

- ◆ Assist in the lesson plan development for pupils.
- ◆ Present lesson plans to students.
- ◆ Meet with staff and parents to communicate the effectiveness of the curriculum.

FLORENCE HILL ES – Grand Prairie, TX 2008-2010
Volunteer Coordinator

- ◆ Recruit parents to participate in all functions of the school day.
- ◆ Communicate volunteer opportunities weekly to parents via email.
- ◆ Present volunteer status to leadership.

MARSALIS AVENUE COC – Dallas, TX 1998
MACC Genesis Fiscal Supervisor

- ◆ Ensured the collection and deposit of weekly tuition payments.
- ◆ Printed weekly payroll checks and distributed to employees.
- ◆ Regularly communicated financial status of center to leadership.

VERIZON (FORMERLY GTE) – Irving, TX 1997-1998
Internal Auditor

- ◆ Ensure financial and operational compliance to fiscal laws and company goals.
- ◆ Determine the effectiveness of internal controls.
- ◆ Meet with operational divisions to collect financial and operational data.
- ◆ Gain an understanding of processes through interviews and flowcharting.
- ◆ Conduct examinations of internal control system.
- ◆ Present findings to audit management and division leaders.

BURLINGTON NORTHERN SANTE FE- Fort Worth, TX 1994-1997
Internal Auditor

- ◆ Ensure financial and operational compliance to fiscal laws and company goals.
- ◆ Determine the effectiveness of internal controls.
- ◆ Conduct examinations of internal control systems.

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ARTHUR ANDERSEN – Dallas, TX 1993
Audit intern

- ◆ Ensure the accuracy and completeness of company financial statements.
- ◆ Examine company financial records by verifying data through sampling.
- ◆ Present findings to audit management team.

Education

TEXAS A & M UNIVERSITY – College Station, TX
Bachelor of Business Administration Degree