

BLAKE ALLEN

Dallas, TX 75201
email@example.com
(000) 000-0000

B2B Sales Executive Assistant

Executive Assistant with 6 years of experience supporting sales directors and commercial teams across enterprise B2B sales cycles
Highly effective in preparing sales collateral, organizing travel for client visits, and tracking pipeline progress across CRM platforms.

Professional Experience

Executive Assistant – Sales *Velcor Solutions, Dallas, TX | September 2019 - Present*

- Manages meeting schedules, travel, and client communication for three regional sales directors
- Assists in CRM cleanup and prepares weekly sales dashboards for pipeline review and deal status updates
- Coordinates logistics for quarterly sales kickoffs and major client presentations

Sales Administrative Assistant *PrimeEdge Technologies, Dallas, TX | May 2017 - August 2019*

- Supported internal account managers with reporting, meeting planning, and client proposal formatting
- Improved monthly reporting accuracy by introducing a standardized tracking template in Excel
- Scheduled 100+ demos per year with zero scheduling conflicts across global time zones

Education

Bachelor of Science in Marketing *University of North Texas, Denton, TX | May 2017*

Key Skills

- Client travel support
- CRM management
- Dashboard tracking
- Deal status reporting
- Meeting planning
- Proposal formatting
- Sales kickoff planning

Certifications

- Sales Support Certificate | National Association of Sales Professionals | August 2020