

Aline Guimarães

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Professional Summary

Motivated **Sales Consultant and Administrative Assistant** with over 10 years of experience in customer service, sales operations, and client relationship management. Skilled in negotiation, communication, and goal-oriented strategies that drive revenue growth. Currently pursuing a **Bachelor's degree in Business Administration** at Auden College.

Education

Auden College — Bachelor's in Business Administration (In Progress)
2022 – Present

Bradesco Institute — Introduction to Business Administration (2019)

AECOMP — Computer Operator Course (2012)

Fluency Academy — English Course (2022)

Professional Experience

Sales Specialist | DP4 Distribuição e Negócios (2021 – Present)

- Manage B2B and B2C sales processes for pharmaceutical products.
- Build long-term client relationships through exceptional service and follow-up.
- Identify customer needs and provide tailored solutions to increase sales volume.

Sales Specialist | Atacado Bate Forte (2019 – 2021)

- Developed strong partnerships with retail and wholesale clients.
- Managed the full sales cycle, from lead generation to deal closure.
- Consistently exceeded monthly targets through upselling and product knowledge.

Sales Administrative Manager | Top Financeira (2016 – 2019)

- Led a sales team, overseeing operations and sales performance.
- Implemented customer service and sales strategies that boosted conversions.
- Trained new staff and coordinated administrative and financial processes.

Administrative Sales Assistant | JC Financeira (2014 – 2015)

- Provided administrative support and customer service in the sales department.
- Assisted with client documentation, scheduling, and sales follow-up.

Key Skills

- Customer Relationship Management (CRM)
- Sales Strategy & Negotiation

- Communication & Teamwork
- Adaptability and Problem Solving
- Personal & Professional Development

Languages

- Portuguese — Native
- English — Basic (Currently improving through practice and coursework)