

## Maria G. Rivera

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### ENTRY-LEVEL PHARMACEUTIAL SALES REPRESENTATIVE

Budding Pharmaceutical Sales Representative equipped with a proven track record of building fruitful relationships, exceeding quota expectations and facilitating sales through effective client service. Solid scientific education, sound business, strong communication skills and diplomatic negotiation abilities will enable a smooth transition as a productive and successful sales representative. Possess self-motivation, strong work ethic, competitive drive and collaborative spirit to win.

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#### EDUCATION

**Rutgers, The State University Of New Jersey**, Newark, NJ January 2012  
**MASTER OF BUSINESS ADMINISTRATION, Concentration: Marketing** GPA 3.5

**Montclair State University, College of Math and Science**, Montclair, NJ January 2009  
**BACHELOR OF SCIENCE, BIOLOGY, Cum Laude**

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#### EXPERIENCE

**TELECOMATIC INC.**, Montclair, NJ 2009 – Present  
**Leasing & Recording Specialist**

- Establish solid working relationships with 27 building owners and managers leading the company's properties.
- Negotiate favorable lease and amendment terms with landlords for cellular equipment locations and established the recording process for the company.
- Execute 8-13 leases per month and numerous amendments on lease renewals between landlords & tenants in a timely and efficient manner. Met and exceeded required signing targets and related deadlines.
- Coordinate weekly design visit schedules for architectural, engineering, and administrative teams.
- Served as the Team Leader to roll out the memoranda filing project, which had a \$125,000 budget to execute.
- Establish and maintain relationships with seven surrounding county clerk offices.
- Organize tracking of all current and completed projects, keep files current and reconcile documents.
- Finalize/edit all title reports and documents meeting all required deadlines.

**ROSE GARDEN RESTAURANT**, Bloomfield, NJ 2006 – 2009  
**Lead Server / Floor Manager**

- Trained and supervised new employees on policies, procedures and tactics to drive sales.
  - Delegated opening and closing tasks amongst 14-person server/bartending teams to expedite process.
  - Provided high-caliber service to customers at bar and dining room including up selling menu items and drinks to raise the dollars per check average by \$1.82 per patron from 2006 to 2008.
  - Handled monthly and periodic inventory counts of all service items in stock, for inventory valued at \$115,000.
  - Reconciled checks nightly to record sales, averaging \$8,200 in sales per day.
  - Promoted upcoming events through targeted marketing efforts and local community publicity.
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#### SKILLS

MS Office Suite (MS Word, MS Excel, MS Outlook, MS PowerPoint)