

Resumé for Arthur G. Russ

## Arthur G. Russ

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**VALUE OFFER:** I am an Authorized *Act! contact management consultant/trainer*, and an *Act! Certified Consultant*, ready to work with you and or your sales people to use a computer for automated contact tracking. If your interested in reviewing sales activity reports the following reports can be, printed, faxed, and or e-mailed with just a couple of keystrokes. The reports could be about completed activities(prospecting calls, or meetings), future planned activities, notes report, history report, new lead source report, number of new leads, lead sources, and perhaps their top 10 or 20 hot prospects.

**POSITION:** Contract *ACT!* Software Sales Force Automation Trainer

**EXPERIENCE SUMMARY:** Sales, Marketing, and Education. Have been on the front line in Sales. Demonstrated success in sales force automation training, with references. Report writing. Ability to communicate time management at the sales and management levels as it relates to computerized automation.

Oct 1990 to Present  
Executive Information Services  
Carmel, IN

### Training/Consulting

Self-employed *Act!* contact management software Trainer. Authorized by Interact Commerce Corporation Division of Best Software to do consulting/training, on the DOS, Windows, and MAC operating systems. Have assisted many independent contractors and businesses with implementation of automated contact tracking systems.

Sept 1988 to Oct 1990  
Software Galeria  
Indianapolis, IN

### Outside Corporate Computer System Sales/Consulting

Managed business relationships with software programmers, specialty software consultants, and CPA's. Provided business users with support, either directly or through third party relationships with the installing of computer hardware, software and training. Assisted clients with automation evaluations and hardware/software purchasing.

Jun 1986 to Sep 1988

**Premier Computer Systems**  
Noblesville, IN

### **Sales/Marketing and Trainer**

Sold, installed, trained and supported turnkey Dental Package for managing Accounts Receivable in dental offices. Territory consisted of the Northern half of Indiana.

Jul 1979 to May 1986  
ERA of Central Indiana  
Indianapolis, IN

### **Regional Broker Consultant**

Recruited licensed real estate brokers for the purchase of real estate marketing franchise. Sold residential real estate business plan.

Jan 1970 to Jun 1979  
Harold Halprin Enterprises, Inc.  
Loch Sheldrake, NY.

Student Housing Leasing Representative and Property Manager: Managed 45-unit apartment complex, responsibilities included leasing, collections, supervising maintenance. Marketing New Business Startup - Luzon Waste Oil Reclamation Service. Marketing.

### **FORMAL EDUCATION:**

June 73 Sullivan County Community College  
Lock Sheldrake, NY 12759  
Associates Degree in Business Administration

June 69 Aurora High School, Aurora, OH 44202  
High School Diploma in General Studies

### **ADDITIONAL EDUCATION:**

Seminars Participated in over 20 sales seminars including: prospect qualification, telephone techniques, over coming objections, market analysis, and closing techniques.

### **Miscellaneous:**

Elected to Board of Directors of the Indianapolis Computer Society 1999 and 2000, *Act* User Group Leader. Published Articles *Act* in Action Newsletter by Jeffrey Mayer. Technical Editor for *Act* for Windows Book, Que Publishing.

**BUSINESS REFERENCES, SAMPLE REPORTS, TEMPLATES, and ADDITIONAL INFORMATION:** Available upon request

