**John M. Blalock**

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**Career Objective:**

To work as a commercial analyst with “YK Capital,” and perform research on ways and methods of improving company's sales and reducing expenditures.

**Summary of Skills:**

* Strong analytical and commercial business skills
* Excellent communication, organizational, and collaboration skills
* Ability to research and improve sales and financial activities
* Deep knowledge of general office procedures and practices
* Skilled and professional in handling confidential documents and sensitive materials
* Ability to prioritize task and perform under any situations

**Work Experience:**

Commercial Analyst

Acer Transportation, Inc., Burnt Prairie, IL

October 2013 - Present

* Analyzing cost and expenditures incurred by the company for each month and planning improvement
* Setting financial goals for the company by implementing new policies
* Collecting customer feedback and improving services for better satisfaction and relationships
* Analyzing monthly growth rate in the numbers of customers and conducting marketing campaigns
* Predicting and presenting presentation on future growth

Commercial Analyst

Cummings Metals, Burnt Prairie, IL

March 2012 - September 2013

* Analyzed sales figures for each quarter and initiated new policies for improvement
* Monitored quality and performance of competitors and suggested changes for gaining edge over them
* Determined and implement best possible methods that helped in growing sales
* Assisted the sales team in taking decision on launching products in unexplored areas
* Cordinated with the production team and convinced management for investing in new technology

**Education:**

* Bachelor's Degree in Finance  
  Wells University, Burnt Prairie, IL  
  2011

**Reference:**

On request.