

**Marcy Bartolotti**  
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**Summary of Qualifications:**

- Sales manager with extensive experience
- Proven track record of increasing sales revenue in highly competitive markets
- Management experience
- Impeccable reputation
- Excellent communication skills
- Well organized and detail oriented
- Strong analytical and problem solving capabilities
- Full knowledge of micro soft word, excel, power point, delfi and reps programs

**Experience:**

**The Private Office, Rye Brook, NY**  
**5/2005 to present**

**Director of Sales**

- Retain existing business
- Solicit commercial real estate brokers for new business
- Work with internet web brokers for new business
- Set up and reorganize sales office
- Develop internet networking
- Oversee marketing plan and development of associated advertising kits
- Input for redesign of company website
- Develop and maintain internet mailing contact software system
- Instrumental in client retention during company consolidation
- Monitor competition and analyze alternate marketing strategies
- Secure corporate meeting business
- Triple the monthly revenue
- Execute contracts and proposals

**Renaissance Westchester Hotel, White Plains, NY**  
**6 /2000 - 4/2005**

**Corporate Group Sales Manager**

- Responsible for meetings and guest rooms sales
- Solicited new business
- Retained and fostered organic growth with existing accounts
- Negotiated rates for meetings with overnight accommodations
- Captured the NY Times retreat business
- Generated business from PepsiCo, Purchase, Somers, and Valhalla locations
- Generated business from Aventis Pharmaceuticals
- Secured meeting business with revenue ranging from \$150,000 to \$175,000 per meeting

**Westchester Residence Inn, White Plains, NY  
New Rochelle, NY  
6/1990 - 6/2000**

**Corporate Sales Manager**

- **Retained and fostered organic growth with existing business base**
- **Executed proposals and contract**
- **Negotiated rates for corporate groups**
- **Researched markets for 'extended stay' business clients**
- **Brought in Secret Service and Marine One extended stay business revenue of \$250,000 per quarter**
- **Cold called all executive parks in the area**
- **Attended networking events**
- **Joined new Organizations**

**Marriott Westchester Hotel, Tarrytown, NY  
6/1985 - 6/1990**

**Sales & Catering Manager**

- **Responsible for corporate day meetings for groups from 10 to 500 people.**
- **Negotiated rates and contract terms with clients**
- **Executed proposals and contracts**
- **Sourced and secured new business**

**Education:**

**Pace University, New York  
BBA in Business Administration**

**Associations:**

**MPI  
OBCANY  
Professional Women of Westchester  
Business Council of Westchester**