

# Clayton Cosby

## PROFILE

Respectful, courteous, and hardworking professional with extensive experience in sales, customer service, and technical support. Skilled at building client relationships, managing tasks efficiently, and thriving in fast-paced environments. Seeking a position where I can leverage my sales expertise while continuing to learn and grow.

## EXPERIENCE

**SALES REPRESENTATIVE, T-MOBILE; MANTECA, CA – 10/23/2021 - 3/1/2026**

- Exceeded sales targets through consultative selling and personalized solutions.
- Built strong customer relationships and guided device and plan selection.
- Resolved customer issues professionally, improving satisfaction and retention.
- Collaborated with team to meet store goals and maintain a positive environment.

**STAGE TECHNICIAN, LIVERMORE PERFORMING ARTS CENTER, BANKHEAD THEATER; LIVERMORE, CA – 3/17/2018 - 3/10/2020**

- Installed and operated lighting, sound equipment, and stage for performances and events.
- Read and interpreted stage layout specifications, blueprints, and technical documentation.
- Assisted performers onstage and backstage, ensuring smooth execution of events.
- Operated audio-visual equipment following cues during rehearsals and live shows.

**EXPEDITOR/FRONT DESK, BLACK ANGUS STEAKHOUSE; DUBLIN, CA – 2/18/2016 - 6/15/2016 & 11/14/2017 - 4/1/2018**

- Managed reservations, took phone orders, and coordinated front-of-house operations.
- Ensured timely and accurate delivery of food orders, directing runners and waitstaff.
- Maintained a clean and organized workspace to support restaurant efficiency.

## EDUCATION

Icon Collective Music Production School - Burbank, CA - Graduated 2017  
Granada High School - Livermore, CA - High School Diploma 2015

## SKILLS

- **Sales & Customer Service:** Consultative selling, relationship building, conflict resolution
- **Technical & Event Support:** Stage setup, lighting & sound operation, troubleshooting
- **E-Commerce & Digital Marketing:** Shopify, product sourcing, dropshipping, inventory management
- **Website Development & SEO:** Website building, on-page SEO, content optimization, UX/UI basics
- **Social Media Marketing:** Instagram, Pinterest, Facebook ads, content creation, audience engagement
- **Teamwork & Communication:** Collaboration with team members, client communication, multitasking
- **Time Management & Organization:** Prioritizing tasks, meeting deadlines, maintaining efficiency