

XZAVIER BOONE

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SUMMARY

Organized and detail-oriented professional with experience in marketing, sales, and administrative support. Skilled in managing office tasks, maintaining records, and supporting teams with efficient communication. Highly adaptable to any organizational setting.

EDUCATION

AUGUST 2013 - MAY 2018

California State University, Sacramento - B.A. Communication Studies - Emphasis on Interpersonal Communication

EXPERIENCE

JUNE 2024 - MARCH 2025

STREAMLINE, Sacramento CA - Special District Representative

- Specialized in lead generation and prospecting for Special Districts, local government agencies, and authorities through cold calling, emailing, and networking.
- Collaborated with Account Executives to qualify leads, develop sales strategies, and ensure smooth transitions throughout the sales process.
- Managed CRM systems to track leads and maintained focus on meeting key performance indicators (KPIs).

JUNE 2023 - FEBRUARY 2024

INCREDIBLE HEALTH, San Francisco CA - New Partnership Manager

- Worked closely with Regional Vice Presidents to organize product demonstrations and execute innovative campaigns.
- Demonstrated strong teamwork and strategic planning capabilities.
- Generated high-level executive leads (CEOs, CNOs, CHROs) through LinkedIn Sales Navigator, ZoomInfo, and outbound calls.

FEBRUARY 2021 - DECEMBER 2022

GRIN TECHNOLOGIES INC., Sacramento CA - Market Development Representative

- Managed inbound sales operations, converting marketing-qualified leads into sales-qualified leads.
- Oversaw high-level accounts through CRM, ensuring effective tracking and follow-up.
- Promoted from Senior MDR (November 2021) to Principal MDR (October 2022) due to strong performance and leadership.

FEBRUARY 2019 - April 2020

24 HOUR FITNESS, EL CERRITO CA- Sales & Service/ Personal Trainer

- Provided personalized fitness training and coaching to clients of various ages and fitness levels, ensuring proper exercise techniques and safety.
- Delivered tailored fitness programs to help clients meet their health and fitness goals, offering guidance on physical and behavioral improvements.
- Managed client accounts, including tracking progress, scheduling sessions, and maintaining communication to ensure client satisfaction and retention.
- Handled sales and customer service functions, including initiating outbound calls, conducting facility tours, and promoting membership packages.
- Coordinated fitness events and promotions to increase membership engagement and retention.

SEPTEMBER 2018 - JANUARY 2019

GOLDEN 1 CREDIT UNION, Sacramento CA- Member Solution Specialist

- Provided exceptional customer service by addressing inquiries, resolving account issues, and offering financial guidance to members.
- Assisted members with account management, including setting up new accounts, processing transactions, and troubleshooting account-related problems.
- Conducted in-depth discussions on loan options, credit card services, and membership benefits, helping members make informed financial decisions.
- Worked closely with other departments to resolve complex member issues and ensure a high level of satisfaction.
- Identified opportunities for cross-selling additional services and products based on individual member needs.

AUGUST 2014 - AUGUST 2018

THE WELL AT SACRAMENTO STATE, Sacramento CA — Lead Fitness Desk Attendent

- Assisted members with enrolling in recreational activities – personal training, promotional classes, fitness programs, and sporting leagues
- Provided positive customer service experiences for diverse clientele; supported crisis management efforts as needed
- Assisted Events and Operations teams with program/event coordination and execution; event participation ranged anywhere from 50 to 1,000+ attendees
- Managed and oversaw a team of 20 employees at Fitness Desk