ROBERT SMITH

Counter Sales Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Counter Sales Representative with 3 plus years of experience.Versatile skill set with experience in customer service, sales, and written and oral communication. A detail-oriented worker with administrative experience. Strong customer service and communication skills. Excellent money-handling skills, with zero overages/shortages.

CORE COMPETENCIES

Excel, Outlook, Powerpoint, Word, Administrative, Hospitality, Management, Microsoft Office, Quickbooks,

PROFESSIONAL EXPERIENCE

Counter Sales Representative

ABC Corp - February 2016 – Present

Key Deliverables:

- The first point of contact before customers pick up rentals.
- Offering all additional options that may be needed during the time of rental, enter information, resolve any issues in a timely manner, provide excellent customer service.
- Maximizing the sales by offering every customer vehicle upgrades, protection packages for vehicles, navigation systems, fuel purchases options, etc.
- Maintaining a high volume of sales throughout the company, ranking top five amongst other.
- Processing the customer reservations in timely and ethical manner while building rapport with customers.
- Accurately recording the customer’s information for completion of rental contracts.
- Utilizing the specialized software, answering phones, greeting customers, and responsible for running the cash register.

Sales Associate

ABC Corp - November 2015 – 2016

Key Deliverables:

- Daily interaction with existing agency and direct client business.
- Maintained the client schedules on television and online, regular tracking of client audience delivery.
- Developed presentations, merchandising the station and generally providing a high level of customer service.
- Assisted Integrated Sales Managers with national business in the maintenance of contracts, order input, makegoods, and overall service.

2259 Oak Street, Old Forge, New York, 13420

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

ROBERT SMITH

Counter Sales Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Managed the implementation of programs and schedules sold by the outside sales team.
- Partnered with Integrated Account Executives in the development of new/incremental revenue through consistent and creative prospecting.
- Answered phones and organized the station events.

EDUCATION

Certificate - 2014 to 2015(HSHS Technical Center Auto Body - Richmond, VA) Diploma - 2015(Highland Springs High School - Richmond, VA)Certificate - 2013 to 2014(HSHS Technical Center Criminal Justice - Richmond, VA)

2259 Oak Street, Old Forge, New York, 13420

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**