ROBERT SMITH

Jr. Executive Sales Assistant

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

SUMMARY

To obtain a Executive Sales Assistant position within a stable environment that will allow to maximise management skills, quality assurance achievement, organisational skills and exhibit the excellent customer service produced throughout the years.

CORE COMPETENCIES

Office Management Report, Document Records Management.

PROFESSIONAL EXPERIENCE

Jr. Executive Sales Assistant

ABC Corporation - September 2002 – September 2004

Key Deliverables:

- Acted as liaison with other department administrative assistants and sales teams.
- Worked with the HR department in managing the sales team hiring process.
- Developed and maintained rigorous internal business processes such as management of timesheets, invoicing, sales incentive programs, and sales bonus programs.
- Produced and revise documents; reports of analysis, propositions, presentations, correspondence, and forms.
- Used considerable judgment when scheduling appointments and screening telephone calls.
- Organized and prioritized large volumes of information and communications for the executive management team.
- Placed special orders with vendors for products not stocked in the warehouse.

Executive Sales Assistant

Delta Corporation - 2001 – 2002

Key Deliverables:

- Nicholas and Associates is a privately held registered broker-dealer working with individual brokerage and investment needs of their clients.
- Assist 50+ stockbrokers in a full-service investment firm with time-sensitive tasks Create, manage, and maintain client accounts Satisfy numerous.
- Inside sales associate responsible for product ordering for high volume restaurants - Established rapport with clients through customer satisfaction.
- Update and management of Showroom/managers calendar & contacts Coordinate travel arrangements (both business and personal) Worked directly with.
- Marketing and Advertising Inspect, stock, and report all vehicles upon arrival Greeting visitors & clients and acting as the first point of contact Heavy.
- Plan events and activities (both business and personal) Help on a variety of special projects.

2259 Oak Street, Old Forge, New York, 13420
© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

ROBERT SMITH

Jr. Executive Sales Assistant

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

- Provided support for the Vice President of Public Funds and two Senior Relationship Managers Collected data on key accounts and compiled the.

EDUCATION

- Associates in Management - November 2001(University of Phoenix)

2259 Oak Street, Old Forge, New York, 13420

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