Robert Smith

Inside Account Representative

CONTACT DETAILS

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PERSONAL STATEMENT

To secure an Inside Account Representative position where I can learn as well as you my problem-solving skills to bring positive results to the company.

WORK EXPERIENCE

Inside Account Representative

ABC Corporation - 2012 – 2013

Responsibilities:

- Managed and developed a portfolio of 56 clients, generating over in the first two months after training.
- Completed a mandatory 9 week comprehensive, industry-leading sales training program.
- Supported and coordinated with outside sales teams regarding day-to-day sales team operations.
- Performed several administrative duties which included contract development, following and reviewing commercial/military procurement regulations and procedures, reviewing certificates of compliance, first article documentation, and billing procedures.
- Researched and responded to order status inquires, expedite requests, inventory and lead time inquires, sample requests, pricing and quoting.
- Trained and initiated new employees/interns for the west coast region.
- Maintained great rapport with clients, manufactures, and other department heads, enabling smooth transfers for our new representatives.

Inside Account Representative

Delta Corporation - 2009 – 2011

Responsibilities:

- Responsible for sales into South & North Central Territories Qualified prospects comprehensive business strategy Analyzed customer .
- Prospected and presented consulting services to Fortune 500, Inc 1000 clients.
- Advised executive clients for midsize companies on implementing CEB tool set of best practice data legal, HR, accounting, sales and marketing, .
- Exceeded client service expectations and added value thro ugh extensive product knowledge.
- Developed innovative approaches to drive new member activity.
- Negotiated prices and delivery schedule with local and non-local vendors on behalf on my clients Sourced and purchased products for clients based on .
- Respond to quotes, inquiries, orders, and concerns quickly and accurately Coached and trained new employees on computer system and products at new .

SKILLS

Sales, Management, Customer Service, Operations.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Bachelors Of Science

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