

Robert Smith

Sr. Inside Sales Associate

PERSONAL STATEMENT

Sr. Inside Sales Associate with 11 years of experience in the Food domain is seeking a position that allows me to use my customer service and organizational skills in order placement, fulfillment or administrative duties.

WORK EXPERIENCE

Sr. Inside Sales Associate

ABC Corp - February 2008 - May 2018

Responsibilities:

- Introduced our food and beverage, nutritional pharmaceutical chemicals/ingredients to potential clients throughout the United States of America. I
- Introduced these products by phone calls (40-70 per day), LinkedIn, email and mailing letters to purchasing and Presidents of companies.
- Followed up with these potential clients a few days after the 1st communication. Made sure to answer all incoming calls as well.
- Entered and processed all expense reports through QuickBooks, then printed and mailed those checks every friday afternoon and updated all excel spreadsheets for the owner of the company.
- Worked with a team of seven colleagues on site as well as an additional three based out of our new jersey home office.
- Aided in running as well as personally oversaw the facilitation of meetings.
- Prioritized the establishment of rapport, relationships, and reliability with all of my customers.

Inside Sales Associate

XYZ Company - June 2006 - August 2007

Responsibilities:

- Requested quotations from customer contacts and ensuring that the best possible pricing.
- Provided dedicated sales support for the newly acquired contract with a major utility company.
- Procured industrial MRO equipment and supplies, providing best price and delivery.
- Converted vendor managed inventory scans into customer purchase orders for shipment processing.
- Processed direct ship orders providing complete details and follow up in SAP system.
- Responded to customer inquiries regarding issues and followed up with final resolutions.
- Grew lead base/sales for successful realty team through daily cold and warm calls to 100-125 customers in 8 counties, quickly building rapport and converting qualified leads into appointments.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Oracle
E-business Suite, CRM,
Forklift Operator, Sandler
Sales Training, Typing

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelors in Marketing & Business Administration - 1999 to 2003(Johnson & Wales University - Providence, RI)