

## Inside Sales Associate

# ROBERT SMITH

Phone: (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website: [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road,  
Alabama

## Objective

Inside Sales Associate with 4 years of experience is seeking to obtain a position in your organization, utilizing my experience and skills that will provide opportunities for development and growth.

## Skills

Construction Management, Cost Estimates, Documentation, Excel, Microsoft Access

## Work Experience

### Inside Sales Associate

**ABC Roofing Supply** - September 2016 – May 2017

- Assisted customers in providing the materials and tools they needed for their roofing jobs.
- Accepted payment and applying it to the appropriate customer account.
- Followed up on each delivery to ensure the shipment arrived on time with all items accounted for.
- Balanced out cash drawers and prepared bank deposits at the end of each day.
- Reordered products to keep the store and warehouse shelves well stocked.
- Answered telephones and responded to emails when customers needed an order placed for delivery or pick up.
- Followed ABC's product/supply checklist for each customer's specific job and up-selling additional products and supplies for that job.

### Inside Sales Associate

**ABC Corp** - February 2013 – September 2016

- Strived to create long-lasting customer relationships and generating revenue for the company by aggressive, informed, and profitable selling of creative services.
- Committed to management and the other departments within creative recycling, handled multiple account holders, working with CRM software, and customer dispute resolution.
- Effectively utilized Salesforce, log communications, manage customer relationships, update opportunities, and advance them through to completion.
- Built a rapport and trust with my customers by delivering follow-up service, solutions, and support.
- Worked with customer to create quotes that will fit their small student populations and smaller budgets.
- Explained the major features, advantages, and benefits of the programs they are interested in purchasing.
- Strategically planned email and call campaigns with manager and team to make sure the focus is on revenue-generating projects and that objectives and deadlines are being met.

## Education

Diploma - 2013 (Harlingen High School - Harlingen, TX)