

Robert Smith

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Inside Sales Consultant

SUMMARY

Ambitious and dedicated Inside Sales Consultant with 15 years of experience and with a strong record of success in providing a wide variety of support services to both internal and external customers. Talented at prioritizing work to align with key business strategies. Exceptional interpersonal skills and genuine commitment to quality and customer satisfaction. Easily able to flex between working independently and as a team player.

SKILLS

Lead Generation, Social Media Marketing, Salesforce, Email Marketing, Event Planning, Adobe Photoshop, Microsoft Excel, Microsoft Powerpoint, iMovie , Administrative Support, Data Entry, Market Research

WORK EXPERIENCE

Inside Sales Consultant

Dynamic Air Inc - April 2004 - Present

- Primarily focus on providing top-notch sales support for an international company that manufactures pneumatic conveying systems and components.
- Successfully developing strong working relationships with regional managers and the sales team, resulting in becoming a direct go-to for them on a wide variety of support needs, including special requests.
- Proactively alerting the sales team when new or increased needs of a customer are identified.
- Timely responding to inquiries both from the sales team and customers, consistently providing accurate and complete information and assistance.
- Generating and analyzing the monthly production reports that provide updates on the status of parts orders, and a prior position was in the shipping department.
- Managing the delivery, financing options, and customer follow-up after the sale.
- Training other salespeople on best practices as a prerequisite to increasing the sales.

Inside Sales Consultant

ABC Corp - 2003 - 2004

- Ensured current and in-depth knowledge of the companys portfolio in order to serve customers with relevant products.
- Responsible for planning, organizing and controlling the warehouse office with very little to no supervision.
- Managed the clerical aspect of the company and coordinating it with every department.
- Created new purchase orders and provide estimates upon request for all customer accounts.
- Ensured all accounts receivable invoices are paid on time, processing all payment types, and daily bank deposits.
- Communicated and corresponded with customers via walk in and over the phone.
- Handled all ups shipments and mail. Maintained office supplies and reordering when needed.

EDUCATION

Associates Of Applied Science in Radio And Broadcasting - 2002 (BROWN INSTITUTE - Mendota Heights, MN)