

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

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

Address: 1737 Marshville Road, Alabama

Inside Sales Rep

SUMMARY

Inside Sales Rep with 7 years of experience is seeking to have an opportunity to utilize and broaden my skills and knowledge in a rewarding and challenging position that I can take to the next level.

SKILLS

Proficient In Microsoft Outlook, Excel, And Word, Extremely Organized And Detail Oriented, Experienced With Working Closely With The General Public

WORK EXPERIENCE

Inside Sales Rep

Pyramid Consulting @ Dell Emc - November 2015 - Present

- Supported the team by providing assistance with quotes while utilizing DSA, Goal, HAC, GOV, POM, Salesforce, Custom kits, harmony, pre-sales/enterprise chat, and various other available tools while maintaining an SLA of less than an hour in most cases.
- Responding to account partner calls and emails regarding compatibility issues and availability of products along with determining lead times.
- Helping the account partners determine which product is best equipped to replace EOL products and make recommendations based on required specifications.
- Providing the back-up to inside sales representatives during sick or vacation leave and during the holidays.
- Had the opportunity to run my own accounts while assisting an ISR with a busy account set.
- Been the recipient of several compliments from partners that appreciate my quick response and attention to detail.
- Providing the sales training and coaching to improve sales techniques, product knowledge and meet performance goals.

Inside Sales Rep

Bench Tree Group - July 2011 - February 2015

- Processed the customer quotes and orders that come in via phone or email and supporting the outside sales representatives with potential customer quotes by securing price and delivery of MWD/LWD equipment.
- Coordinated delivery schedules to ensure on-time delivery to customers and notified them when deliveries will be delayed.
- Attended trade shows and discussed with current and potential customers about the advantages of our equipment over the competition.
- Appointed as wellness program community liaison and responsible for coordinating community-related events such as food drives, health and wellness events, and blood donation drives.
- Responded to customer inquiries on samples, orders, pricing, color matches, inventory stock, technical drawings, material data sheets, shipments, and other customer service-related duties.
- Entered orders for assigned accounts and makes revisions as necessary.
- Verified the information on orders for accuracy and follow-up to ensure shipments are made to meet customer time deliveries.

EDUCATION

Certification - May 2006(Southwest School Of Electronics)Fundamentals Of Electronics I & II
- (Solid-State Devices)