Robert Smith

Inside Sales Support II

CONTACT DETAILS

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

SKILLS

Customer Service, Sales, Account Management, Sales Support, Purchasing, Ordering, Word, Quickbooks, Excel.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Clinical nursing support professional offering quality care and dedicated service. Also offers versatile office management skills. Strong planner and problem solver, who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

WORK EXPERIENCE

Inside Sales Support II

ABC Corporation - April 2005 – April 2016

Responsibilities:

- Directed and Contacted for customers to receive pricing, availability, lead times, shipping rates, and answers to any questions/concerns relating to stock and special order material.
- Able to prioritize, meet deadlines, think and adjust quickly is essential while maintaining respect, patience and a positive attitude.
- Averaged monthly sales exceed $150k.
- Synthesized a crucial and innovative system of organization to track incoming, outgoing, and backordered products (Ex inventory monitoring), with the purpose of keeping in sync with accumulating sales and business.
- Restructured shipping and receiving protocol with approval and appreciation from management and warehouse personnel.
- Excel at working closely with management and outside sales team to track incoming special order products and overseas stock containers; in order to coordinate and adjust the deliveries and LTLs to the customers satisfaction.
- Operated in partnership with the financing department with regards to customers terms, payments, account holds and monitor sales margins, to ensure the expanding success of the company.

Inside Sales Support

Delta Corporation - 2003 – 2005

Responsibilities:

- Andres-Huemmer Sales is a broker specialized in the sales and shipping of manufacturing and industrial supplies.
- Managed customer service and inside sales support for three salesman representing nine electrical product lines.
- Performed all office administrative support functions including order entry, quoting, invoicing, sales analysis reporting, shipping and inventory .
- Using Submittal 123 to send priors for light fixtures to architect and engineers.
- Learned how to create light fixture part numbers, Skills Used Quick to learn new computer programs.
- Served as first line of contact with inbound sales inquiries via email or phone.

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- Created quotes for certified refurbished biotech laboratory equipment by combining independent research with company history.

Education

Sales- (Curtain University - Perth WA)

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