# Robert Smith

## *Regional Sales Administrator*


***CONTACT DETAILS***

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## PERSONAL STATEMENT

Proactive and organized individual seeking Administrative Assistant position. Bringing strong problem solving abilities and brilliant customer service relations skills to keep the facility organized.

## WORK EXPERIENCE

### *Regional Sales Administrator*

**ABC Corporation - December 2005 – October 2006**

*Responsibilities:*

- Sold educational programs and supplies to adult learners interested in obtaining RN degrees.
- Contacted students in a timely manner, via phone, emails and mailings, establishing solid relationships with students.
- Actively assisted prospects with enrollment paperwork, obtaining financing through various venues, and completed the collection of fees.
- Created and led PowerPoint seminars for interested prospects at the school and in the field.
- Marketed the program to the community, including marketing to ambulance companies, nursing homes, and hospitals.
- In July of 2006, I initiated and arranged a meeting and represented the program in Harrisburg Pennsylvania, at the Department of State, as a potential remedy to the nursing crisis.
- Preparing monthly/quarterly numbers for Vice President of Sales and Vice President of Training & Development.

### *Regional Sales Administrator*

**Delta Corporation - 2002 – 2005**

*Responsibilities:*

- Processed all sales for a 5-store region.
- Prepared month-end costing for each sale and calculated commissions for 6+ sales personnel.
- Coded accounts payable for processing at corporate headquarters and acted as liaison between corporate office and our region.
- Managed assigned accounts related to sales, enrollment, consultative and administrative support and resolved service related issues Developed .
- Direct support of Regional Manager Coordination of all domestic and international travel arrangements Calendar and meeting management.
- Enter sales orders for machines using Hanbai Order parts warranty and non-warranty using SAP Update weekly installations of machines Maintain.
- Training, developing user how-to manuals, maintenance of customer information, running reports for management and ad hoc reporting as needed.

***SKILLS***

Coordinating Skills,
Educational Skills.

***LANGUAGES***

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

***INTERESTS***

Climbing
Snowboarding
Cooking
Reading

***REFERENCES***

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


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## Education

Bachelors Of Science

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