

ROBERT SMITH

Sales Admin

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Tracking departmental expenses and resolve/reconcile discrepancies on general ledger budget accounts, and also Monitoring and maintained office supply inventory and place orders as needed.

SKILLS

Detail Oriented, Fast Learner, Organized, Team Player, Dependable, Multi-Tasker.

WORK EXPERIENCE

Sales Admin

ABC Corporation - January 2013 – August 2013

- Coordinated warranty repairs with Dell Support.
- Responsible for imaging workstations/laptops and keeping the hot-spares available Provide Cisco telephone and mobile phone support, including voicemail and account administration, deployment/replacement of equipment.
- Supported and maintained Wireless access points, F5 VPN and company issued mobile telephone devices Support OPCO staff with local IT issues that can be resolved locally such as issues with Wi-Fi, F5 connectivity, SAP Portal questions, moving equipment, etc.
- Provided administrative support to the sales management group and other senior management, when necessary.
- Coordinated distribution of all internal and corporate required reports.
- Assembled report data; gather information and prepare reports.
- Interacted with managers at all levels to obtain information necessary to resolve the items identified and report results.

Sales Admin

Delta Corporation - 2012 – 2013

- Sales Real Estate and Group Sales.
- Responsible for establishing corporate group sales contracts, property tours and general real estate inquiries.
- Receive and process sample order forms and Signed Sample Receipts daily Process all literature weekly & update the literature report Keep all reports .
- As well as create new reports as needed Respond to callers needs and requests Process & track web & convention leads Order Supplies Update e-binders .
- Entering customer purchase orders into SAP system Compiling purchasing instructions and customer requirements received form account managers and .
- Order Entry Data Entry Reception/Phone Duties Freight Quotes Major Filling; huge filling room full of art jacket files that I am in charge of keeping .
- Processed computer hard drives warranty according to warranty specification.

SCHOLASTICS

- Associate Of Arts In General Studies