

Robert Smith

Sales Operations Administrator

PERSONAL STATEMENT

Sales Operations Administrator is responsible for Identifying key metrics for the organisation and reporting on them frequently, Developing new products and services that are competitive in the market</div><div>
</div><div>Manage all aspects of product development and production including sourcing, manufacturing, logistics, distribution, marketing/sales/sales support/customer service/brand management/sales training.

WORK EXPERIENCE

Sales Operations Administrator

ABC Corporation - August 2002 - December 2005

Responsibilities:

- Directly supported CEO and sales team in managing operation workload.
- Maintained and prioritized daily tasks and projects including call logs, appointments, weekly and monthly reports for the company.
- Implemented companys first employee manual including training and development.
- Liaised with vendors to order and maintain inventory of office supplies, cell phones, office equipment and uniforms.
- Prepared meeting minutes, edited contract proposals, liens, project punch list, transmittals and memorandums for organizational support.
- Consistently praised by management for the quality and timeliness of reports, attention to detail, and team-player attitude.
- Hired as receptionist and was promoted to sales operations administrator in the first six months of employment.

Sales Operations Administrator

Delta Corporation - 2000 - 2002

Responsibilities:

- Provide executive-level administrative support to the Senior Vice President of Sales and Vice President of Sales Operations Creation of PowerPoint.
- Administrator for a Sales team of 11 in Channel Group Managed Travel Arrangements/Calendar Scheduling, Emailing, Conference Scheduler Purchased.
- Provided administrative assistance to the sales team primarily dealing with CRM activities and delegation of leads Disseminated prospective customer .
- Correct errors that populated as a part of the distributor and sales data received on a daily, weekly, or monthly basis.
- Perform many tasks analyzing data to make sure that distributors were correctly reporting their data Help in auditing and fixing systems along with .
- Answered customer emails and/ or phone calls regarding order status, tracking information or urgent requests related to their order.

CONTACT DETAILS

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SKILLS

Fluent In Spanish, Oracle
CRM On Demand,
Salesforce, Excel,
Reporting, Business
Analytics, Sales.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

- First administrator hired at this start-up company to support entire US Sales.

Education

GED