ROBERT SMITH

Sales Service Specialist I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Enjoy being in the customer service/ Sales field. Being in this industry get the opportunity every day to interact with people from all walks of life. Enjoy providing customers with great customer services that is what believe is the foundation of any business.

CORE COMPETENCIES

Data Entry, Networking, Computer, Organization.

PROFESSIONAL EXPERIENCE

Sales Service Specialist I
Kelly Services (Apple) - August 2014 – 2020

Key Deliverables:

- Assisted with customer & business accounts.
- Directed customers to the most appropriate departments.
- Scheduled repair reservations, check repair statuses, position and offer warranties.
- Responded to questions concerning customer accounts and service agreements.
- Resolved product or service inquiries by asking probing questions, determining the cause of the issue, selecting and articulating the best solution to drive brand advocacy.
- Received perfect attendance awards every month.
- Skills Used Active listening skills, find timely and appropriate solutions.

Sales Service Specialist
Delta Corporation - 2012 – 2014

Key Deliverables:

- Keep agents informed and on track about various campaigns and answer questions Mentor for training new agents for sales and service campaigns Call.
- Advised and informed customers on all of Clarks products to ensure they make the most suitable purchase Collaborated with team members and managers.
- Collected and calculated all cash within the registers to ensure there were no major discrepancies on financial record on a daily basis.
- Managed store inventory throughout the warehouse and main floor processing to ensure all products are displayed properly within the companys standard.
- Opened checking, savings, debit cards, credit cards, as well as other banking services Performed teller work when needed as well as assisting the.
- Gained banking sales ability, while working both teller and operations side.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

GED - (Bishop State Community College - Mobile, AL)

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