Sales Support Specialist

ROBERT SMITH

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Objective

To obtain a fulltime position in the aviation and/or transportation industry wherein I can utilize my prior experience and knowledge to promote the growth of the organization and secure a mutually beneficial position to advance my professional growth and longevity in the workforce. PROFILE AND CERTIFICATIONS Great interpersonal skills Proficient in Microsoft Suite Motivated and dependable worker Clean driving history and efficient on driving routes Hands on and helpful Task oriented and able to multitask Excellent communication skills Punctual and efficient worker Current CPR and First Aide Certification.

Skills

Microsoft Office.

Work Experience

Sales Support Specialist

ABC Corporation - August 2006 – May 2009

- Assisted in restocking and recovery on the sales floor and Maintains sizing, colorization and organization of merchandise as directed.
- Ensured that merchandises are out on the sales floor at the correct time and in the right amounts.
- Transported newly received merchandise to sales floor; fills in and straightens stock in accordance with the company standards.
- Handled merchandise or cash handling functions as per corporate policies.
- Administered point of sale opening and closing procedures as per corporate policy.
- Exhibited high level energetic response to customers in store or on phone.
- Listened to customers needs, documented and identify best response and solution.

Sales Support

ABC Corporation - 2002 – 2006

- Duties include process special forklifts and parts orders internationally including communication with the shipper and international branches, customers, and dealers, approving payments in assistance with accounting.
- Translate documents and calls throughout the company.
- Process and prepare monthly schedule sales meetings.
- Personal assistant to sales directors, truck order inquiries, special orders, international shipping import/export and bookings on shipment vessels.
- Process all of Diversity Spending to report to customers.
- Process payroll time cards; handle international mail, file, and point of contact for all sales call.
- Order all office supplies for company ad handle restocking..

Education

High School Diploma - (General Education Atlantic Cape Community College - Mays Landing, NJ)

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