



MASON WILSON

Sales Support Administrator

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PROFESSIONAL SUMMARY

Enthusiastic Sales Support Administrator with two years of experience streamlining sales processes and enhancing customer interactions. Skilled in processing orders, coordinating logistical operations, and maintaining precise documentation. Passionate about nurturing client relationships and driving sales team success through effective support and communication.

WORK EXPERIENCE

Sales Support Administrator Feb / 2024-Ongoing
Pineapple Enterprises Santa Monica, CA

- 1. Supported a team of International Software Sales Representatives in achieving multimillion-dollar sales goals annually.
- 2. Tracked sales contracts from initiation to completion, ensuring all necessary documentation was accurately organized.
- 3. Composed correspondence and compiled pricing proposals, legal documents, and RFP presentations.
- 4. Assisted sales team with administrative tasks to enhance productivity and efficiency.
- 5. Maintained effective communication with managers, partners, and customers.
- 6. Generated internal sales projections and obtained necessary approvals for partner distribution.
- 7. Archived all contracts and processes for future reference and internal audits.

Sales Support Administrator Feb / 2023-Feb / 2024
Summit Peak Industries Denver, CO

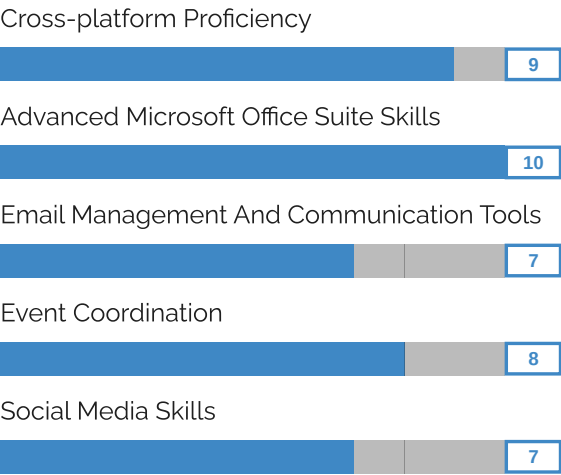
- 1. Facilitated product sourcing and developed marketing strategies to boost sales performance.
- 2. Managed daily customer service operations for over 800 hotels and airports.
- 3. Analyzed inventory levels and effectively managed replenishment processes.
- 4. Redesigned the company website, resulting in a 12% increase in user engagement.
- 5. Conducted client meetings to address service-related inquiries and investment adjustments.
- 6. Prepared sales and marketing materials for client meetings, enhancing overall presentation quality.

EDUCATION

Bachelor of Business Administration Feb / 2022-Feb / 2023
University of California Santa Monica, CA

Focused on business operations and sales management strategies.

SKILLS



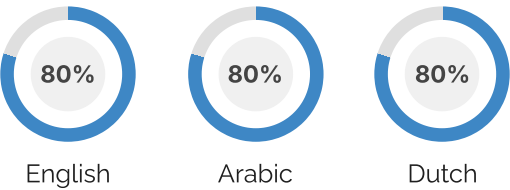
INTERESTS

- Gaming Fashion
- Film Technology

STRENGTHS

- Fairness Flexibility
- Forward-thinking Gratitude

LANGUAGES



ACHIEVEMENTS

- Facilitated the processing of over 300 sales orders monthly, improving order accuracy by 15%.
- Enhanced customer satisfaction ratings by 20% through timely follow-ups and effective issue resolution.
- Developed a tracking system for sales contracts, reducing retrieval time by 30%.