

BENJAMIN LEE

Sales Support Assistant

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PROFESSIONAL SUMMARY

Enthusiastic Sales Support Assistant with two years of experience delivering exceptional support to sales teams. Skilled in order processing, customer communication, and inventory management. Eager to contribute to team success and enhance operational efficiency within a dynamic organization.

WORK EXPERIENCE

Sales Support Assistant

Blue Sky Innovations

📅 Mar / 2024-Ongoing
📍 Chicago, IL

- 1. Supported sales team by managing order processing and documentation.
- 2. Delivered consistent results in a fast-paced environment while meeting deadlines.
- 3. Recognized as a key resource for product knowledge and sales support.
- 4. Managed inventory levels and ensured accurate stock records.
- 5. Engaged with customers to address inquiries and resolve issues effectively.
- 6. Processed payments and reconciled accounts to maintain financial accuracy.
- 7. Collaborated with cross-functional teams to enhance operational efficiency.

Sales Support Assistant

Cactus Creek Solutions

📅 Mar / 2023-Mar / 2024
📍 Phoenix, AZ

- 1. Facilitated billing processes and account maintenance for sales representatives.
- 2. Assisted customers in locating products and completing transactions.
- 3. Organized and maintained inventory across various departments.
- 4. Built and nurtured client relationships to identify sales opportunities.
- 5. Coordinated daily reminders and follow-ups for sales teams.
- 6. Provided support to field representatives, enhancing their sales efforts.

EDUCATION

Associate of Arts in Business

Springfield Community College

📅 Mar / 2022-Mar / 2023
📍 Phoenix, AZ

Focused on business administration principles and customer service strategies.

SKILLS



ACHIEVEMENTS

- 🌟 Streamlined order processing, reducing turnaround time by 20%.
- 🌟 Achieved a 95% customer satisfaction rating through effective communication.
- 🌟 Assisted in increasing sales by 15% through proactive client follow-ups.