



NOAH WILLIAMS

Sales Operations Assistant

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Los Angeles
www.qwikresume.com

SKILLS



INTERESTS

- DIY Projects Crafting
- Meditation History

STRENGTHS

- Humility Innovation
- Insightfulness Integrity

LANGUAGES



ACHIEVEMENTS

- Improved order processing efficiency by 30% through streamlined workflows.
- Enhanced customer satisfaction ratings by 15% by establishing better communication protocols.

PROFESSIONAL SUMMARY

Results-oriented Sales Operations Assistant with two years of experience in streamlining sales processes and enhancing team productivity. Proficient in order management, data analysis, and client communication. Looking to leverage my skills to optimize operations and support sales initiatives in a progressive company.

WORK EXPERIENCE

- Sales Operations Assistant
WidgetWorks Inc. Mar / 2024-Ongoing Denver, CO
- Coordinated order placement and tracked shipments to ensure timely delivery.
 - Collaborated with the pricing team to optimize pricing strategies for the entire store.
 - Supported marketing efforts by assisting the visual team with product placement.
 - Generated weekly inventory status reports to monitor stock levels.
 - Managed order management reports for seven sales representatives, ensuring accuracy.
 - Facilitated communication between sales teams and customers for efficient order processing.
 - Utilized custom software to code and enter orders accurately.

- Sales Support Assistant
Summit Peak Industries Mar / 2023-Mar / 2024 Denver, CO
- Maintained organized warehouse operations through effective inventory management.
 - Provided support by drafting contracts for sales transactions.
 - Reviewed and verified invoice accuracy before dispatching to clients.
 - Scheduled sales calls for account executives to optimize client engagement.
 - Created engaging sales materials to assist the sales team.
 - Conducted thorough research on over 100 prospective clients weekly to identify opportunities.

EDUCATION

- Bachelor of Business Administration
University of California Mar / 2022-Mar / 2023 Santa Monica, CA
- Focused on business operations and sales management.