

Jr. Sales Support Associate

ROBERT SMITH

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Objective

Seeking an opportunity with a company with upward mobility considerations. With a broad based service background, I understand the key importance in identifying and prioritizing needs and designing solutions to accomplish an efficient and successful outcome. I have proven interpersonal skills, efficient computer knowledge, and attention to essential details. I have strong communication skills and expert phone etiquette.

Skills

Microsoft, Word Processing, Powerpoint, Outlook, Internet, Quickbooks, Finance, Payroll, Respite Service, Self Employed, Call Center.

Work Experience

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ABC Corporation - August 2006 - March 2007

- Managed and ensured a smooth operation of a distribution center with Sales manager scheduling appointments towards increase sales.
- Oversaw all office operations including managing the shipping/receiving clerk with conference calls and meetings towards shipments sent.
- Managed all incoming calls for product specific performances and pricing competitors to gain client business.
- Verified with follow up calls to new and existing clients to ensure quality service and answer any product specifications.
- Administered inventory control in excel spreadsheets.
- Secure company deposits and verified customer method of payments before processing sales order.
- Managed company database, inventory control, and assisted other distribution centers orders with urgent shipments.

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Asset Protection - 2005 - 2006

- Best Buy, #495 (Baton Rouge, LA), #1397 (Atascocita, TX), #255 (Humble, TX) I have worked multiple positions in multiple cities for this company.
- It is a fast paced team oriented environment.
- Multi task between receiving product, stocking product, helping customers, cleaning, picking online orders, and loading large items into vehicles.
- Use multiple computer programs to ship and receive products.
- Train new hires for both asset protection and sales support positions.
- Maintain gold level status for certifications in both positions.
- Apprehend and deter internal (employee) and external (customer) thieves..

Education