
B2B Appointment Setter Resume

Job Objective

Seeking a B2B Appointment Setter position in a reputable company that permits me to utilize my skills and knowledge.

Highlights of Qualifications:

- Extensive experience of B2B appointment booking, scheduling, and management
 - In-depth knowledge of B2B telemarketing, sales, and lead generation practices
 - Operational knowledge of Microsoft Office software, Google Docs, and email programs
 - Familiarity with referral generation, telephone manners, and data entry work
 - Ability to schedule and coordinate high volumes of client appointments
 - Ability to update and maintain company CRM database, accurately
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Professional Experience:

B2B Appointment Setter
SMART, Inc., Victoria, KS
August 2012 – Present

Responsibilities:

- Made outbound calls to business clients and interacted with them in a professional manner.
 - Set, scheduled, and managed appointments with clients, for sales personnel.
 - Followed telephone etiquette and fixed business appointments with large number of clients.
 - Identified prospects and generated referrals for business opportunities.
 - Promoted and sold various company products and services to clients over the phone.
 - Created and maintained accurate and complete records of all customer interactions.
 - Answered informational queries of customers and handled their objections, efficiently.
 - Obtained and maintained latest information about all available products and service offerings of company.
 - Delivered excellent customer service and achieved all assigned work-related targets, successfully.
 - Built and maintained strong professional relationships with all business clients.
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Education:

Bachelor's Degree in Business Administration
Fairfield University, Fairfield, CT

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