
Inside Sales Associate Resume

Job Objective

To obtain an Inside Sales Associate position in a company that provides an open environment with many opportunities for continuous growth.

Summary Skills:

Remarkable experience in inside sales and customer service
Skilled in handling all customer needs
Ability to work closely with territory managers, credit, inventory
Strong customer-service attitude with good organization skills
Good computer skills including MS Office programs
Excellent verbal and written communication skills

Work Experience:

Inside Sales Associate, August 2005 to till date
Pool Corporation, Hamburg, IA

- Ensured the orders are documented properly in order to generate an accurate invoice of products ordered to be picked up or delivered.
- Ensured secure payment of invoice with proper funds and obtained credit authorization in accordance with company policy.
- Followed up potential and existing customers via telephone to solicit additional business.
- Managed complaints and questions of clients.
- Evaluated guarantee items and identified problems.

Inside Sales Associate, May 2000 to July 2005
Wesco Financial Corporation, Hamburg, IA

- Processed cash and credit dealings.
 - Encouraged various item sales related to paint products.
 - Maintained inside sales and customer base up-to-date knowledge.
 - Maintained store neat, orderly, safe and striking.
 - Abided by all company policies and procedures and maintained safe and ethical working environment.
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Education:

High School Diploma, Oxbow High School, Bradford, VT

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