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## Inside Sales Support Resume

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### Job Objective

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Seeking a position as Inside Sales Support with an organization where I can utilize my skills and be an asset to the employer.

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### Summary of Qualifications:

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- Remarkable experience using vendor replenishment systems
  - Profound experience handling consumer customer accounts
  - Proficient with MS Office programs, especially Excel
  - Strong analytical skills and ability to create new business opportunities
  - Ability exhibit sound oral expression and comprehension, negotiation, listening, and reasoning skills
  - Profound organization skills and the ability to organize and prioritize work
  - Proven ability to work in a team environment
  - Excellent oral and written communication skills
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### Work Experience:

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Inside Sales Support, August 2005 – Present  
Link Computer Corporation, Newark, NJ

- Partnered with sales representatives and customers to prepare transactions.
- Resolved problems by monitoring existing transactions.
- Communicated financing promotions by distributing information.
- Reviewed publications and attended workshops to upgrade technical knowledge.
- Utilized EDI to enter & process customer orders.

Inside Sales Support, May 2000 – July 2005  
Wesco International, Newark, NJ

- Managed order flow through customer replenishment systems.
  - Administered customer orders from start to finish ensuring accuracy.
  - Resolved customer issues in a professional manner by providing timely responses.
  - Partnered with the Corporate Office and plant personnel for appropriate customer care.
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### Education:

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Bachelor Degree in Marketing, Grace University, Nebraska, NE

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