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# PHONE SALES RESUME

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## Objective:

Seeking a Phone Sales Representative position that offers an immediate challenge, career opportunity and advancement.

## Summary of Skills:

- Vast experience in Tele-sales and direct sales
- Proficient with PC and Microsoft Office
- Strong ability to work and generate revenue using own initiative
- Profound ability to identify problems and apply creative solutions
- Excellent presentation and negotiation skills

## Work Experience:

Phone Sales Representative  
Black Box Network Services, Dyersburg, TN  
August 2005 to till date

- Received inbound phone sales queries from new and existing customers.
- Administered new leads from inbound calls, outbound calls, walk-in traffic and email.
- Assured that store displays and work stations are complete, tidy, functional and presentable.
- Developed and submitting all paperwork completely, accurately and on time.
- Performed all aspects of opening or closing retail store in compliance with written procedures.

Phone Sales Representative  
ModusLink Corporation, Dyersburg, TN  
May 2000 to July 2005

- Collected required information to assist an accurate assessment of the loan.
- Presented information to customers related to payment, documentation and loan conditions.
- Secured proper documentation checked income, insurance and other relevant statements.
- Analyzed and assured accuracy and documentation of all loan applications.
- Presented defective customer service to a high-volume number of inbound calls.

## Education:

Bachelor's Degree in Marketing  
University of North Texas, Texas, TX

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