
SALES ADMIN ASSISTANT RESUME

Objective:

To obtain a Sales Admin Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Excellent Verbal and Written Communication Skills.
- Exceptional ability to prioritize work and juggle multi on-going tasks that are time sensitive.
- Proven ability to analyze information from a variety of sources
- Profound computer skills.
- Ability to meet deadlines in a busy work environment.
- Ability to prepare quotations for the sales department
- Ability to work with great attention to detail
- High degree of confidentiality and discretion.

Work Experience:

Sales Admin Assistant
CorVel Corporation, Beaverton, OR
August 2005 to till date

- Reviewed all documents for sales presentations.
- Scheduled presentations with clients.
- Administered to work closely with sales team to ensure high quality, timely responses to client requests.
- Communicated with clients via phone and e-mail to fully understand their needs and expectations.
- Computed and maintained all relevant data and generated customer specific reports and spreadsheets.

Sales Admin Assistant
EI Technologies, Beaverton, OR
May 2000 to July 2005

- Provided all possible support to nationwide dealers and international distributors.
- Prepared and distributed electronic newsletters; and managed to filter and distribute emails.
- Assisted with the infrastructure required in preparing corporate road shows and exhibitions.
- Handled basic sales enquiries assuring a well organized and efficient office.
- Integrate with the webmaster and prepared reports as required.

Education:

Bachelor's Degree in Business Administration
St. Francis University, Loretto, PA

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