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# SALES SUPPORT ANALYST RESUME

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## Job Objective:

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To obtain a challenging Sales Support Analyst position in a well reputed organization.

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## Highlights of Qualifications:

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- Wide knowledge of the sales and order placement process
  - Ability to use sales supporting mainframe systems and their outputs
  - Proficient with using ERP systems, such as Oracle
  - Developing solutions to a variety of sales support situations
  - Excellent analytical and critical thinking skills
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## Professional Experience:

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Sales Support Analyst  
Structural Group, Dallas, TX  
August 2005 – Present

- Performed data updates, ad-hoc reporting and user account management.
- Developed and prepared reports and dashboards according to sales management requests.
- Tested and implemented business enhancement requests.
- Identified and made recommendations for sales productivity enhancements.
- Obtained forecast information related to value added services from the account.
- Communicated to appropriate management for planning and execution.

Sales Support Analyst  
BAE Systems, Dallas, TX  
May 2000 – July 2005

- Designed and tested enhancements to systems and processes to meet business needs.
  - Analyzed business application issues and defined requirements for solutions.
  - Designed and built reports required to support the department's business operations and customer needs.
  - Assisted in development and maintenance of key documentation.
  - Trained personnel in process and system changes impacting the department.
  - Provided ongoing updates on status of future change initiatives.
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## Education:

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Bachelor degree in Management Information Systems  
University of Rochester, Rochester, NY

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