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## Sales Support Representative Resume

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### Job Objective

Searching for the opportunity to work as a Sales Support Representative with growing company in which my abilities will be an asset to company.

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### Highlights of Qualifications:

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- Ability to plan and implement projects that support the sales organization
  - Ability to track and report on account performance
  - Ability to operate PC, wireless equipment, copier and fax
  - Ability to work in flexible locations and work hours
  - Ability to effectively present information and respond to questions from groups
  - Uncommon multi-tasking abilities and strong problem solving and analytical skills
  - Superior verbal and written and communication skills
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### Professional Experience:

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Sales Support Representative  
Time Warner Cable, Norristown PA  
November 2006 – Present

- Maintained a record of product updates and promotions.
- Delegated to maintain deadlines.
- Maintained a log of items received and delivered.
- Received receipts and signed invoices for articles delivered.

Sales Support Representative  
TESSCO Technologies, Norristown PA  
February 2001 – October 2006

- Authorized to record client request.
  - Maintained paperwork.
  - Reviewed completed work prior to delivery.
  - Managed hands-on job review with customer.
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### Education:

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Bachelor's Degree in Business  
Howard Payne University, Brownwood, TX

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