
Sales Support Resume

Job Objective

Looking for a position as Sales Support in a company that provides an open environment with many opportunities for continuous growth.

Summary of Qualifications:

- Remarkable experience in Inside and Outside Customer Sales Support
 - Ability to operate a calculator, computer, printer, fax machine, and telephone
 - Proficiency in all Microsoft Office Applications (Word, Excel, PowerPoint, Outlook)
 - In-depth knowledge of principles and processes for supporting sales, customer and personal services
 - Strong analytical skills and business acumen
 - Ability to juggle multiple priorities and perform effectively in a fast-paced, changing environment
 - Fluency in English and Spanish (oral and written)
 - Excellent customer service skills and interpersonal/communication skills
 - Ability to troubleshoot customer issues both face to face and over the phone
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Work Experience:

Sales Support, August 2005 – Present
LabCorp, New York, NY

- Researched data and prepared reports by gathering and summarizing data.
- Maintained calendars to schedule appointments; and arranged meetings, conferences and travel.
- Maintained stock of literature, mail catalogs and product line materials.
- Coordinated sales promotions, advertisements and marketing seminars.
- Managed and responded to customer concerns and problems.

Sales Support, May 2000 – July 2005
SuperMedia, New York, NY

- Supported the sales growth of the assigned region, and other regions as needed.
 - Ensured customer satisfaction through outstanding relationships.
 - Analyzed the regional market to develop appropriate growth strategies.
 - Identified new opportunities and created sales analysis.
 - Facilitated validation and other orders-related activities as required.
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Education:

Bachelor's Degree in Arts, Connecticut College, Connecticut, CT

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