
Sales Support Specialist Resume

Job Objective

Looking for work with your company as a Sales Support Specialist in the field to help further the company as well as my own experience.

Highlights of Qualifications:

- Huge experience with use of customer relationship management databases
 - Proficient with Microsoft Word and PowerPoint applications as well as use of the internet and web applications
 - Ability to create charts, diagrams and tables of data
 - Ability to work cross-functionally in a dynamic environment
 - Ability to follow through on task until completed
 - Excellent written and oral communication skills
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Professional Experience:

Sales Support Specialist
Applied Materials, Fayetteville, NC
May 2006 – Present

- Established and modified quotes by entering configurations and pricing.
- Upgraded and administered forecasted opportunities related to customer's business.
- Established and implemented customer satisfaction program in the area of order management.

Sales Support Specialist
Printer Systems RIS, Fayetteville, NC
March 2003 – April 2006

- Assigned accounts for both external customers and internal field sales team members.
 - Developed, maintained and enhanced strong customer relations through personal interactions.
 - Responsible for all order transactions from concept through shipment and billing.
 - Responsible for the preparation of custom orders.
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Education:

Bachelor's Degree in Marketing
Carl Albert State College, Poteau, OK

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