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## Telemarketing Agent Resume

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### Job Objective

To obtain a Telemarketing Agent position that fully utilizes my experience and abilities.

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### Work Experience:

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Telemarketing Agent, May 2004 – Present  
ACG Inc., Waycross, GA

- Identified prospects by reading telephone and zip code directories and other listings.
- Contacted prospective customers by operating telephone equipment, automatic dialing systems and other telecommunications technologies.
- Encouraged customers to buy services and merchandise and provided service, product information and price quotations.
- Completed orders by recording names and addresses; and referred orders for filling.

Telemarketing Agent, March 2002– April 2004  
iTel Systems, Waycross, GA

- Maintained equipment by following manufacturer's instructions and established procedures.
  - Secured information by completing data base backups.
  - Maintained safe and clean working environment by complying with procedures, rules, and regulations.
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### Summary of Qualifications:

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- Admirable experience in B2B sales and Telemarketing
  - Good leadership and motivational skills
  - Excellent ability to create, edit and track telecenter reports on a daily, weekly and monthly basis
  - Ability to multi-task and interface with all levels of employees
  - Excellent attention to detail and accuracy in all work
  - Ability to appropriately handle sensitive and confidential information
  - Good verbal and written communication skills as well as excellent interpersonal skills
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### Education:

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Associate Degree in Marketing, Hawkeye Community College, Waterloo, IA

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