

BARBARA B. PEPPER

702-688-0910

Barbara.Pepper@gmail.com

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ZNetworks
1515 East Tropicana Avenue
Las Vegas, Nevada 89119

Dear Hiring Authority:

I am very interested in the recently advertised position of Sales Development Representative.

At Open Access BPO I was responsible for creating a pipeline through cold calls and emails.

At Novus Dia Financial, I made over 150 cold calls each day to sell deeds of trust. In Business Development for Accounting Services, I also made cold calls to business owners.

At Legacy Leaders, I made calls to alumni and donors of colleges, universities, and non-profits for bequests in their wills. I was promoted to Business Development Manager and made cold calls to the Presidents, Vice Presidents, etc. of institutions. I also worked at conventions.

I am very good on the telephone and have no trouble cold calling; I can talk to anyone. I am able to communicate with business owners, customers, clients, city council members, boards of directors, school board members, vendors, contractors, and people at all levels.

As you can see from the attached resume, I have an extensive background in Customer Service, Business Development, Sales, Real Estate, Accounting, Purchasing, and much more.

My background has enabled me to utilize my effective verbal and written communication skills while managing multiple tasks, successfully meeting deadlines, and establishing positive customer relations, both internally and externally.

I am proficient with computers and many software programs, such as Word, Excel, Outlook, Salesforce, HubSpot, Access, proprietary software, etc.

I have finely tuned communication skills and persistent follow-through ability. I am a great multi-tasker and team player. I am also detail-oriented, self-motivated, and organized.

And I have a Bachelor's Degree in Business Administration.

I look forward to speaking with you soon regarding this exciting opportunity.

Sincerely,
Barbara B. Pepper

Attachment

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EXPERIENCE

**BUSINESS BROKER
BROKER-SALESPERSON**

REAL ESTATE COMPANIES, Las Vegas, Nevada

Transaction Coordinator; Liaison to Banks and Homeowners Facing Foreclosure or Bankruptcy for Purchase of Pre-Auction Homes; Assist in Appraisal, Purchase, Rehabilitation, and Sale of Businesses and Homes; Develop Clients through Cold Calling; Business Evaluations; Property and Operations Management; Vacation/Short-Term Rentals

SALES

VinoPRO, INC., Las Vegas, Nevada

BUSINESS DEVELOPMENT

OPEN ACCESS BPO, Las Vegas, Nevada

**BUSINESS DEVELOPMENT
ACCOUNTING ASSOCIATE**

ACCOUNTING & TAX SERVICES; FINANCIAL ASSETS, Las Vegas, Nevada
150+ Cold Calls Daily; Payroll, Sales Tax, etc. using QuickBooks

**BUSINESS DEVELOPMENT
MANAGER**

LEGACY LEADERS, Las Vegas, Nevada
Research and Develop Prospects through Cold Calling, Conventions

**CUSTOMER SERVICE
REPRESENTATIVE**

SALLIE MAE, Las Vegas, Nevada
Collections; Inbound and Outbound Calls

**ACCOUNTS PAYABLE
MANAGER**

TURNBERRY TOWERS, STIRLING CLUB, Las Vegas, Nevada
Research and Bring Current 6-month Accounts Payable Backlog

BUYER

PRIMM VALLEY CASINOS/MGM GRAND, Primm, Nevada

**PURCHASING
MANAGER**

ENVIRO-TECH INTERNATIONAL/DRI-KLEEN, INC., Las Vegas, Nevada

BUYER

CITY OF LAS VEGAS, PURCHASING & CONTRACTS, Las Vegas, Nevada

BUYER

ST. VRAIN VALLEY SCHOOL DISTRICT, Longmont, Colorado

**ACCOUNTING
CLERK**

JOHN DEERE COMPANY (NE Corporate Headquarters), Syracuse, New York

OFFICE MANAGER

MOORE BUSINESS FORMS, Syracuse, New York

EDUCATION

B.S. BUSINESS ADMINISTRATION, University of Colorado, Boulder, Colorado
Real Estate; Transportation and Distribution Management

CERTIFICATION

CERTIFIED PURCHASING MANAGER (C.P.M.)
I have passed all 4 test modules.

LICENSES

NEVADA REAL ESTATE BROKER-SALESPERSON #BS0056574 (Active)
NEVADA BUSINESS BROKER PERMIT #78 (expired)
NEVADA MORTGAGE LICENSE (expired)