

Stephanie Stone

Las Vegas, NV 89138

323.202.8830

StephCollects@gmail.com

Skills

Warm and cold calling, Data entry, Active listening, Meeting daily goals, Negotiating, Service orientation, Problem solving, Sales, Microsoft Office (intermediate level), Customer management systems

Experience

June 2020 -Current

Wynn Realty, Las Vegas, NV - Inside Sales

- Warm and cold calling of Leads, Take inbound calls, Customer service, Meet daily goals
- Enter data into Excel spreadsheet, Document all customer interactions (Excel)
- Customer management system, build pipeline, Forward hot leads to senior Sales

March 2015 -Dec 2019

Clark County Office of Public Communications, Las Vegas, NV - Customer Service

- Outbound and inbound calls, Answer customer questions
- Managed scheduling; Liaison to other departments and Vendors
- Communicated via phone, Outlook, and in person; Updated contact information

August 2013 -August 2014

Menards, Morton Grove, IL - Cashier in high volume store

July 2010 - July 2013

Destination Maternity, Vernon Hills, IL - Sales Associate, interim Manager

February 2007 - April 2010

H & E Equipment Services, North Las Vegas, NV - Credit Assistant

- Successfully approved new and existing credit applications
- Collected money by resolving payment issues, up to 100 calls a day

January 2005 - December 2006

Ahern Rentals, Las Vegas, NV - Commercial Collector

Education

January 1991

Columbia College, Chicago, IL - B.A, Art