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Objective: To obtain and maintain a suitable position with a reputable firm, providing room for professional growth and advancement. In exchange, you will receive a dependable and self-motivated employee dedicated to the success and notoriety of the establishment.

Green Energy Solutions

Telephone Sales/ Lead Generation

5/2018 Present

Duties: Continuously located and contacted homeowners, thoroughly screened and qualified households for government funding in energy efficient upgrades for the home- generated sales by identifying the home improvement or construction needs of the home- advised homeowners of grants available for specific energy efficient upgrades, and matched them to the appropriate project to best suit the home- probed and asked questions to determine eligibility of government assistance- processed applications and involved paperwork in a timely and efficient manner- regularly exceeded weekly requirement for leads generated and contracts signed.

Agent Machine

Telephone Sales/ Appointment Scheduling

4/2014 5/2018

Duties: Utilized public records and social media to identify active Real Estate Agents, contacted them and invited them to join our brokerage and exchange referrals with fellow active Agents- sorted and prioritized cold and warm leads of potential members- consulted with Agents and thoroughly explained the benefits of exchanging referrals with other Agents- collected funds and processed payments of membership fee- properly answered or resolved any concerns of the Agent to overcome objection and close the deal- regularly exceeded requirement of completed memberships and deals closed.

Heintz General Contractors

Office Assistant

1/2011 4/2014

Duties: Answered and directed multiple phone lines- mail distribution- formatted company documents- called and informed clients of bid opportunities- conference room set up- maintained and updated database- mailed brochures to potential clients- mass copying jobs- heavy filing and faxing- and all other clerical duties.

Maximum Security

Appt. Scheduler

12/2008 1/2011

Duties: Placed continuous outbound phone calls to home and business owners in delegated areas informing them of "limited time promotion" of discounted security alarm systems- asked appropriate questions to determine proper persuasion to overcome rejection- regularly met or exceeded weekly requirement for leads acquired and sales closed.

Education: Charles A. Jones Skill Center 2010 E.M.D. Certificate Valley High School 1999 High School Diploma