

April Platz

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702-305-4206(Mobile)

OBJECTIVE

Seek a Sales position preferably online, utilizing my 10+ years of Sales and computer skills to improve company operations.

Sales and Customer Service Skills

8 years of Inside Sales experience

10+ year of Sales Experience

10+ years in the customer service field

Prospected and contacted potential Customers Daily via email/phone

Received a 96% Customer satisfaction rating

Maintain the ability to assist any and all customers as well as resolve any problems

Ability to handle large volumes of incoming customer calls

Administrative Duties

Exercise independent judgment by organizing and prioritizing tasks

Data entry, filing and obtaining reports for Sales staff

Copying, faxing and distributing documents to include sorting mail

Composing correspondence independently

Liaison to administrative staff and public as well as scheduling appointments

Reviewing and proofreading documents for accuracy

COMPUTER AND MISCELLANEOUS SKILLS

Type 50 words per minute

Efficient with copy and fax machines

Efficient in Oracle and Salesforce

MS Word, Word Perfect, MS Office, competent on MAC and PC Computers

10+ years of cash handling experience

WORK EXPERIENCE

Logistics Sales Coordinator

Global Experience Specialists, Las Vegas, NV Nov 2013-June 2020

Substitute Teacher K-5th

Clark County School District, Las Vegas, NV October 2011 to October 2013

Inside Sales Representative/Team Coordinator

Wenatchee World Publishing Co., Wenatchee, WA October 2007 to October 2010

EDUCATION BA in Education from Central Washington University, Ellensburg, WA

