

Robert Smith

BDC Representative II

PERSONAL STATEMENT

Experienced Loan Coordinator with exceptional communication skills. Analytical thinking skills and an ability to complete any assigned project. Genuine passion for assisting people.

WORK EXPERIENCE

BDC Representative II

ABC Corporation - August 2015 - September 2016

Responsibilities:

- Analyze interest rates, credit reports, and loan terms.
- Using power of persuasion to successfully create deals for the company.
- Making detailed notes for clients. Assigning deals to Sales Representatives.
- Filed/helped in the office when needed i left for a better paying job at sewer equipment company of america.
- Scheduled all service appointments, and confirmed service appointments.
- Handled in house enterprise rental fleet, made reservations, and handled all incoming and outbound rentals.
- Managed a high-volume workload within a deadline-driven environment, exceeding sales quotas monthly.

BDC Representative

Delta Corporation - 2012 - 2015

Responsibilities:

- Scheduled sale and service appointments by phone, provided customer service.
- Assist customers in setting up appointments to have vehicles worked on, call and checked in with customer to ensure they had a great experience.
- Coordinated with the Service department pertaining to the availability of the department.
- Skills Used Verbal communication, Written communication, Telephone communication, Elead CRM, Microsoft office, google drive.
- Sales calls, set appointments.
- Telesales, meeting monthly quotas, working with CM-Reynolds, product knowledge, knowledgeable in keeping NPI secure, customer service.
- Log all customer contacts and comments into CRM software Contact customers based on current marketing incentives Work with Sales Managers to ensure .

Education

A.A in Business - (Prairie State College Chicago Heights)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office,
Windows 7-10, Aloha
POS, 30 Wpm , 10 Key,
Outlook.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)