

ROBERT SMITH

Inside Sales - Business Development Representative

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Over 6+ years of experience as a Business Development Representative. My aspirations include achieving experience to reach my goal towards an accounting degree and to contribute to the company's mission, and to be part of a well-established and rewarding organization.

EXPERIENCE

Inside Sales - Business Development Representative

ABC Corporation - NOVEMBER 2013 - PRESENT

- Making outbound phone calls to both existing and potential new customers.
- Answering inbound phone calls and routes caller to the appropriate department or associate.
- Communicating information concerning current loans and determines future financing needs for mortgage products with a set standard.
- Discussing regions products and services with existing and potential customers.
- Meeting or exceeding production goals, primarily by converting leads into qualified referrals resulting in closed mortgage loans.
- Using effective sales and inbound/outbound telephone techniques to build client relationships and uncover product and service needs.
- Providing excellent customer service skills while following all marketing and compliance guidelines established by the corporation.

Bookkeeper/Crew Member

ABC Corporation - MAY 2013 - OCTOBER 2013

- Handle money properly and accurately, count cash held in store for accuracy, complete and file paperwork accordingly.
- Travel to the site, clean entire property inside the area accurately, correctly, and efficiently.
- Check to make sure all cleaning has been done accordingly, and gather all cleaning supplies, at the end of shift refill and replace cleaning items.
- Performed all AR/AP, bank reconciliations, and credit cards statements monthly, and closing entries for monthly and annual financial close.
- Prepared and transacted directly deposited bank accounts in person and through a computerized system.
- Maintained inventory, ordered office supplies and spoke with vendors.
- Reduced companies supply bills by 10% through streamlining the process and researching price.

EDUCATION

- BBA in Business Management - (Georgia College And State University - Milledgeville, GA) Associate Of Science in Business Administration - (Georgia Military College - Milledgeville, GA) Diploma - 1996 (Killeen High School - Killeen, TX)

SKILLS

Communication, Excellent Problem Solving, Knowledge Of Computer Functions, Organizational, Microsoft, CRM Software, Adobe, Customer Relations, Customer Service, Graphic Design, and Database Management.