

First Last

Sales Administrative Assistant

Anchorage, Alaska • +1-234-456-789 • professional@email@resumeworded.com • linkedin.com/in/username

WORK EXPERIENCE

Resume Worded, New York, NY

09/2015 – Present

Augmented reality startup with 50+ employees and \$100m+ annual revenue

Sales Administrative Assistant

- Maintained strategic relationships with 650+ customers and assisted in developing 1200+ sales proposals in the first month.
- Processed invoices and the credit card billings of 900+ major customers of RW in Q1, Q2, and Q3 2021.
- Planned and coordinated 20+ regional sales meetings, 50+ trade shows, and 110+ industry conferences across the country.
- Responded to inbound phone calls and directed them to the respective departments, ensuring that 5300+ leads were responded to within 24 hours.

Polyhire, London, United Kingdom

10/2012 – 08/2015

A multinational consumer credit reporting agency

Collections Officer

- Performed 10K annual collection duties while maintaining an 88% collection rate on difficult accounts in the first year of employment.
- Composed letters to clients who were behind in their payments and created plans that enabled 85% of them to pay back.
- Developed techniques to trace 100+ difficult-to-collect accounts without violating the company's quality control standards.

Growthsi, London, United Kingdom

07/2010 – 09/2012

Career training and membership SaaS with 150,000 paying users

Inside Sales Rep

- Developed a customer feedback database that reduced 83% of complaints and streamlined communication with 20+ service representatives.
- Utilized cold-calling and objection-handling skills to increase the closure rate on 450+ qualified opportunities by 35%.
- Conceived and initiated 10+ innovative sales techniques that boosted 73% of co-workers' sales productivity in the first year of implementation.

Cash Office Associate, ABC Company, London, United Kingdom

11/2008 – 12/2009

Salesperson, XYZ Company, London, United Kingdom

07/2005 – 10/2008

EDUCATION

Resume Worded University, New York, NY

06/2005

Associate of Applied Science — Business Administration

SKILLS

Hard Skills: Upselling (Advanced), Data Entry (Experienced), Sales Planning, Administrative Support, Invoicing

Techniques: Sales Operations, Customer Service, Administrative Assistance, Sales Management