



Hello, I'm Katelin Baker

My idea of an ice breaker is to shout random facts, like did you know that Play-Doh was originally a wallpaper cleaner or that Pop Rocks were a try at carbonated Kool-Aid. Other than that, I am lifelong learner and an open book.

Experience

Sales Licensing Administrator

Vivint Solar | Lehi, Utah

Jan 2018 – Present

Research, manage, and track different types of sales licenses (solicitor, home improvement, and telemarketing) for individual field and inside sales reps, as well as some for the company. In addition, I manage/update our team website and have trained both licensing agents and other departments about these licenses, in doing so I have created some training materials. I have also helped manage our corporate housing and with other duties as needed. Programs used daily include: Spreadsheets, ServiceNow, Salesforce, and Gmail.

Sales Concierge Inbound Representative

Vivint Solar | Lehi, Utah

Sept 2016 – Dec 2017

Assisted our customers with general questions as well as sales reps with account progression. I was given special projects, including assisting with managing the team's website, as well as helping in training new reps. Programs used daily include: Salesforce, Gmail, and ServiceNow.

Education

College of Western Idaho

Nampa, Idaho

Sept 2016 – Jun 2017

A part of the Art Club, made Dean's List, No Degree

Kansas State University

Manhattan, Kansas

Sept 2016 – Jun 2017

A part of the Anthropology Club, No Degree

REFERENCES

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Skills

Professional Skills

Salesforce



Spreadsheets



PowerPoints & Word



Personal Skills

Photography



Puzzles



Hobbies

