1. Qualified incoming team marketing and sales leads to assist with prospecting new contacts.
2. Managed customer expectations through strategic communications and helped each navigate sales processes.
3. Supported sales team with administrative assistance such as coordinating paperwork and responding to basic inquiries.
4. Helped organize sales events and meetings, including preparing materials and setting up spaces.
5. Shadowed sales professionals to gain deeper insight into best practices and strategies for maximizing sales revenue.
6. Contacted customers to immediately find resolutions for escalated issues, including [Type] issues.
7. Tracked leads in [Software], maintaining robust database of contacts and sales activities.
8. Tracked, measured and reported on trends for sales team analysis and decision making.
9. Prepared and delivered presentations to [Type] customers to highlight offerings and secure new business.
10. Completed as many as [Number] outbound calls each day to warm and cold leads.
11. Automated [Type] contact management system, resulting in better client organization and goal alignment.
12. Identified [Number]+ new sales opportunities each week and leveraged knowledge of company goals and strategies to offer insight into viability of potential connections.
13. Demonstrated products to customers, answered questions and redirected objectives to positive features.
14. Organized company files and created support system to decrease workload and increase productivity of account managers.
15. Developed referral-based sales opportunities by keeping in contact with existing customer base.
16. Exceeded sales goals by [Number]% to increase revenue and facilitate selling of [Product or Service].
17. Enhanced success of advertising strategies by boosting engagement through social media and other digital marketing approaches.
18. Expanded [Company]'s book of business by [Number]% over [Timeframe] by [Action] and [Action].
19. Exceeded established sales goals and increased client retention by [Number]%.
20. Cold-called leads and closed [Number] sales over [Timeframe].