* Answered calls, took messages and transferred calls to appropriate individuals.
* Attained $[Number] in sales targets on monthly basis.
* Made average of [Number] outbound and inbound calls per day.
* Recorded contact information of customers and potential customers.
* Assisted with training and orientation of new employees.
* Performed cold calling and outreach to build sales pipeline.
* Explained product prices and packages as well as answered questions and addressed concerns of customers.
* Skilled at client management software and computer dialing.
* Troubleshot any issues and escalated issues to proper department.
* Established excellent sales ability and strong interpersonal skills with confident and persuasive approach.
* Overcame objections using friendly, persuasive strategies.
* Delivered scripted sales talks to customers reached via manual and automatic dialing systems.
* Displayed excellent sales skills and understanding of such skills.
* Generated minimum of [Number] new leads each day
* Set up appointments with interested customers according to schedule availability.
* Drove operational improvements which resulted in savings and improved profit margins.
* Led projects and analyzed data to identify opportunities for improvement.
* Opened new accounts and documented personal, demographic and payment information in system.
* Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
* Provided information about available products and services including membership details and purchase advantages.