1. Delivered scripted sales talks to customers reached via manual and automatic dialing systems.
2. Opened new accounts and documented personal, demographic and payment information in system.
3. Set up appointments with interested customers according to schedule availability.
4. Attained $[Number] in sales targets on monthly basis.
5. Provided information about available products and services including membership details and purchase advantages.
6. Generated minimum of [Number] new leads each day
7. Established excellent sales ability and strong interpersonal skills with confident and persuasive approach.
8. Explained product prices and packages as well as answered questions and addressed concerns of customers.
9. Made average of [Number] outbound and inbound calls per day.
10. Overcame objections using friendly, persuasive strategies.
11. Maintained excellent attendance record, consistently arriving to work on time.
12. Eliminated downtime and maximized revenue by providing top project quality control.
13. Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
14. Adhered to social distancing protocols and wore mask or face shield at all times.
15. Handled day-to-day running of [project or department or task], ensuring high levels of productivity and progression.
16. [Type] hardware proficiency
17. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.
18. Handled [number] calls per [timeframe] to address customer inquiries and concerns.
19. Developed and implemented performance improvement strategies and plans to promote continuous improvement.
20. Demonstrated respect, friendliness and willingness to help wherever needed.