

SALES ASSOCIATE

Summary

Assertive, outgoing professional with ability to work independently and handle simultaneous projects. A dependable worker while skilled in problem solving, troubleshooting, great customer service and computer skills. My computer skills include Microsoft Office/Internet search engines to complete medical terminology and pharmacology verification. Inside sales department successfully managing multiple sales associates. Accurate and efficient with orders. Maintained filing for the inside sales office.

Highlights

- Self-directed
- Excellent communication skills
- Resourceful
- Time management
- Invoice processing
- Advanced clerical knowledge
- Pleasant demeanor
- Understands grammar

Experience

Sales Associate 01/2005 to 01/2012 Company Name City , State

Responsible for booking appointments, marketing plan and providing solutions for healthcare

Sales Consultant 11/1996 to 10/2004 Company Name City , State

Responsible for booking appointments, creating relationships with clients and delivering products for the healthcare market

Sales Department/Data Entry 10/1992 to 07/1994 Company Name City , State

Provided data entry for invoicing, quoting and general sales reports for multiple sales representatives, filing for the sales department.

Travel Agent 08/1990 to 09/1992 Company Name City , State

Responsible for booking airline, hotel, car rental and leisure.

Education

Medical Transcription 2013 At-Home-Professions City , USA

Associate of Arts 1985 St. Gregory's College City , State , USA

Executive Secretary Oklahoma State University City , State , USA