

FREE INSIDE SALES SPECIALIST RESUME



KATHLEEN A. TROUTMAN
INSIDE SALES SPECIALIST

CONTACTS
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CAREER OBJECTIVE
Seeking an Inside Sales Specialist position to utilize my skills and responsibilities to their maximum.

PROFILE
Motivated and results-oriented, I am a dynamic Inside Sales Specialist with a proven track record of exceeding sales targets. I am skilled at identifying and closing sales opportunities, and I have a strong background in customer service and relationship management.

EDUCATION
Bachelor's Degree in Business (Finance, 2012)
Working College, Continuing Education, 2017

EXPERIENCE
Skills
- Project Management
- Account Management
- Client Management

PROFESSIONAL SKILLS

- Excellent communication and sales skills.
- Ability to communicate effectively and clearly with clients.
- Understanding of how to develop and maintain relationships with clients.
- Knowledge of product or service offerings.
- Ability to maintain and develop relationships with existing customers.
- Strong interpersonal and communication skills.

EXPERIENCE
INSIDE SALES SPECIALIST
2012 – Present
- Developed and maintained client relationships, and increased sales by 15%.
- Implemented and maintained new software products for new clients.
- Identified and resolved customer satisfaction issues.
- Prepared and analyzed regular reports and documents.
- Conducted research and developed reports for management and other stakeholders.

INSIDE SALES SPECIALIST
2010 – 2012
- Developed and maintained client relationships, and increased sales by 10%.
- Implemented new software products for existing clients and increased sales by 5%.
- Implemented new software products for new clients.
- Identified and resolved customer satisfaction issues.
- Prepared and analyzed regular reports and documents.
- Conducted research and developed reports for management and other stakeholders.

INSIDE SALES SPECIALIST
2008 – 2010
- Developed and maintained client relationships, and increased sales by 8%.
- Implemented new software products for existing clients.
- Identified and resolved customer satisfaction issues.
- Prepared and analyzed regular reports and documents.
- Conducted research and developed reports for management and other stakeholders.



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