

# SOPHIA SMITH

SALES SUPPORT ASSOCIATE

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles, CA  
90291, United States

### EMAIL

example@email.com

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

### NATIONALITY

American

## LINKS

[Facebook](#)

[Linkedin](#)

## SKILLS

Proposal Creation  
Applications

● ● ● ● ●

Research

● ● ● ● ○

Call Center Tools

● ● ● ○ ○

Quotation Generators

● ● ● ● ○

Cloud Collaboration  
Systems

● ● ● ● ○

CRM Platforms

● ● ● ○ ○

Online Business  
Directories

● ● ● ● ○

Contracts

● ● ● ○ ○

Sales Force

● ● ● ● ○

## PROFILE

*Senior Sales Support Associate with seven years' experience in an international sales office servicing Europe and Asia. An avid multi-tasker with a strong sense of detail and the ability to prioritize between urgent vs. important client issues. Energetic with an excellent work ethic driven by deadlines and team targets. Extensive tenure in the planning, coordination, and support of operational activities within a sales department.*

## EMPLOYMENT HISTORY

### Senior Sales Support Associate, Atlas Financial Services

Indianapolis

Sep 2015 – Present

*Answer over 40 inbound customer calls per day and resolve 90% of queries within 24 hours*

- Serve as the first point of contact with digital consumers for queries regarding investment, retirement and insurance plans
- Work closely with sales staff to facilitate a strong understanding of various production options and differentiators to use in the personalized services provided to customers
- Respond to initial digital inquiries from new customers and refer leads to sales consultants
- Liaise with existing customers towards the end of their contract plans to assist with plan renewals, cancellations or plan switches
- Schedule appointments for sales consultants
- Enter all communication into the CRM system
- Follow up with prospects who do not respond to initial email responses
- Compile data and reports regarding inquiry conversions and performance related to digital leads

### Sales Support Associate, Smart Engineering

Phoenix

May 2013 – Aug 2015

*Supplement sales activities by collecting and analyzing industry information regarding competitor products and compile onto excel spreadsheets once a quarter*

- Answer inbound calls and process requests made via email or social media
- Process orders, by capturing information onto the computer system
- Update customer accounts with relevant purchasing and order information
- Logging all data, order numbers and docket forms regarding shipping and product deliveries
- Inform sales consultants of any issues which may affect the customer, for instance, shipping delays, out of stock merchandise or unexpected supplier price increases
- Handle customer queries and complaints and escalate to sales manager where needed
- Maintain and update customer records

Advanced Excel



Advanced PowerPoint

## LANGUAGES

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English



Spanish



## HOBBIES

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Yoga, Sailing, Running

## Junior Sales Support Associate, ATI Advertising

Denver

Oct 2012 – Apr 2013

*Add on average 50 client leads to the CRM system per week and update existing customer data every two months*

- Prepare draft presentations and other marketing materials required for prospective clients, working closely with sales team members
- Organize timelines with the graphic design department regarding promotional material concept designs and printing of finalized materials
- Maintain prospective client database and update existing client file
- Create spreadsheets to monitor and keep track of tracking marketing events, inventories, corporate gift purchases and request for proposals (RFPs)
- Assist in organizing the participation of sales staff in workshops, seminars, and other training initiatives

## EDUCATION

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### University of New York, Bachelor Degree in Business Administration

Manhattan

Feb 2010 – Feb 2013

GPA: 3.5

Majors: Business Management, Marketing Management

Minors: Communications, Accounting, Economics

Accolades: Deans Honors List

## COURSES

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### Certified Administrative Professional (CAP), International Association of Administrative Professionals

Feb 2016 – Feb 2017

### Sales Administration Course, American Advertising Association

Oct 2018 – Dec 2018