

SENIOR SALES ASSISTANT/ SALES SUPPORT

Skills

ads, attention to detail, customer service, data base, inventory, office, presentations, quality control, sales, phones

Experience

Senior Sales Assistant/ Sales Support , 01/2006 to 01/2012 Company Name i¼ City , State

- Accurately monitored and evaluated ads for specifications and standards compliance.
- Provided high standard of service and attention to detail.
- Quickly and effectively solve customer challenges.
- Maintain quality control/satisfaction records, constantly seeking new ways to improve customer service.
- Answered multi-line phones.
- Maintained inventory of office supplies.
- Managed all aspects of daily office operations.
- Created and edited memos, correspondence and directory reports for management evaluations and presentations.

Box Office Manager , 01/2003 to 01/2006 Company Name i¼ City , State

- Managed all aspects of ticket sales.
- Maintained data base of all season ticket holders, answered multi-line phones, and kept an inventory of all supplies.
- Organized volunteers to work in the box office to help with ticket sales for concerts.

Education and Training

High School Diploma : 1985 Northwood High School i¼ City , State