

Resume Customer 888 888 8888  
Inside Sales Representative email@address.com

### Key Qualifications

- Executive administrative specialist with sales and business development experience.
- A team player, often approached by colleagues and superior due to demonstrated resourcefulness and insightful contributions.
- Excellent organizer and communicator, known for bringing life to projects.
- Strategic and creative in idea development and/or task completion.

Otis Elevator Company Inside Sales/Accounts Receivable December 2005-Present  
Otis is the world's largest manufacturer of elevators, escalators and moving walkways. For architects and contractors, developers and homeowners, Otis is the world's leading people mover.

- Assists the Sales Manager with managing business development strategies, such as customer base expansion projects, cold calling initiatives and telemarketing functions.
- Manages State of California and City of Los Angeles elevator inspection reports to ensure Otis and customer compliance with applicable state code requirements.
- Responsible for elevator documentation processing for new elevator installation beginning with warranty period requirements to contract booking.
- Generates necessary correspondence and handles a variety of phone calls to resolve customer concerns/questions in a timely manner.
- Billed accounts receivable for the largest Otis Office on the West Coast with an average monthly billing of \$500,000.

San Diego County Water Authority Administrative Assistant May 1997 – October 2003  
General Manager's Department, Engineering Department  
As a water wholesaler, the San Diego County Water Authority's mission is to provide a safe and reliable supply of water to its 24 member agencies in the San Diego region.

- Performed duties for Deputy General Manager and Assistant General Manager, which included daily calendars, travel arrangements, coordinated meetings with member agencies and Board of Directors, transcribed minutes of meetings, and managed filing.
- Responsible for department's budgetary needs, including tracking expenses.
- Performed duties for the Director of Engineering and acted as the Office Administrator for a staff of twelve, which included correspondence, recorded and transcribed Board of Directors Engineering and Operations Committee meeting minutes, prepared and processed contracts, agreements, and amendments. Developed, revised, and maintained standardized forms for department personnel.

US Navy Yeoman September 1988 – March 1997

- Supervised a staff of six people in support of over 800 personnel. Performed daily functions of the Command Career Counselor in areas of Navy advancement and job opportunities.
- Awarded two Navy Achievement Medals for outstanding performance.

### Education

Bachelor's of Arts in Business Administration, University of Phoenix  
Master's of Business Administration, Walden University