

Pamela Beesly

Scranton, PA 18503

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PROFESSIONAL EXPERIENCE

Sales Representative (2/2013 - Present)

Dunder-Mifflin Paper Company Scranton, PA

- Managed a portfolio of corporate clients, including handling inquiries, processing orders, and resolving issues promptly to ensure customer satisfaction.
- Developed and maintained strong relationships with key accounts, resulting in repeat business and increased revenue.
- Collaborated with internal teams to provide customized solutions to meet clients' specific needs and requirements.
- Utilized CRM software to track sales activities, manage leads, and analyze performance metrics.

Receptionist/Administrative Assistant (6/2005 – 2/2013)

Dunder-Mifflin Paper Company Scranton, PA

- Managed a high volume of incoming calls and emails with professionalism and efficiency, providing excellent customer service.
- Maintained office supply inventory and placed orders as needed, ensuring smooth office operations.
- Assisted sales team with administrative tasks, such as preparing sales reports, organizing client meetings, and managing travel arrangements.
- Coordinated office events and celebrations, fostering a positive and collaborative work environment.

SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Detail-oriented with a focus on accuracy and efficiency
- Experience in customer service and front desk management

EDUCATION

High School Diploma

Scranton High School

Scranton, PA