

# ANJA CHAMBERS

Enthusiastic and personable inside sales rep with 1+ year of experience in the building and construction products industry. Talented at building quick rapport with prospective customers and using insights into their needs to propose attractive options and close sales. Strong track record for working efficiently under strict time pressure and meeting challenging personal targets.

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## PROFESSIONAL EXPERIENCE

### INSIDE SALES REPRESENTATIVE

L&W Supply, Cheyenne, WY  
June 2019 - Present

- Present and demonstrate products and clearly explain features and benefits to clients
- Build positive links with prospective clients and maintain long-term relationships with an existing client base
- Discuss clients' needs, expectations, and budgets and propose cost-effective solutions, capitalizing on upselling opportunities
- Process sales using the payment system, coordinate product pickups, and reorder stock to ensure a steady supply

### CUSTOMER SERVICE REPRESENTATIVE

Dollar Tree, Laramie, WY  
June 2016 - June 2019

- Answered customer queries in-person and via phone and email and resolved complaints courteously and efficiently
- Worked closely with teammates to exceed ambitious sales goals
- Provided outstanding customer care and support, ensuring that every visitor found a suitable product for their requirements

## EDUCATION

Bachelor of Science in Business  
Administration

University Of Wyoming, Laramie, WY,  
September 2013 - June 2017

Master Of Business Administration

University Of Wyoming, Laramie, WY,  
September 2017 - June 2019

## KEY SKILLS

- Customer service oriented
- Strong teamwork ability
- Time management and task prioritization
- Adept written and oral communicator, including via phone and email
- Excellent IT skills and thorough working knowledge of Microsoft Office Suite software
- Proven sales ability