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**Objective:** Interested in the position of a telemarketer with a reputed sales corporation/firm.

**Experience:** Parker Sales Corporation New York  
**Telemarketer** 3/3/2008 to Present

- Obtained customer information such as name, address, and payment method, and entered orders into computers.
- Answered telephone calls from potential customers who had been solicited through advertisements.
- Telephoned and wrote letters to respond to correspondence from customers and to follow-up initial sales contacts.
- Obtained names and telephone numbers of potential customers from sources such as telephone directories, magazine reply cards, and lists purchased from other organizations.
- Conducted client and market surveys in order to obtain information about potential customers.
- Recorded names, addresses, purchases, and reactions of prospects contacted.
- Maintained records of contacts, accounts, and orders.
- Explained products and services and prices, and answered questions from customers.
- Delivered prepared sales talks, reading from scripts that described products and services, in order to persuade potential customers to purchase a product and service and to make a donation.
- Contacted businesses and private individuals by telephone in order to solicit sales for goods and services, and to request donations for charitable causes.
- Adjusted sales scripts to better target the needs and interests of specific individuals.
- Scheduled appointments for sales representatives to meet with prospective customers and for customers to attend sales presentations.

**Education:** State University of New York New York  
**Bachelors Degree in Marketing** 2008

**References:** Available upon request