

# Cassie Ninguin

## **Sales Representative (No Group interviews)**

Aurora, CO

[cassieninguin@gmail.com](mailto:cassieninguin@gmail.com)

+17207566768

Authorized to work in the US for any employer

## Work Experience

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### **Customer Service Rep**

Kaman Industrial - Denver, CO

August 2022 to October 2023

- Communicate with customers and Manufacturers through phone calls, e-mail, text messages and social media platforms
- Respond to customer queries and/or complaints promptly
- Schedule appointments for pickups and drop offs
- Performs coding and data entry for invoices
- Provide information about the products and services

### **Sales Rep**

Rogers Circulation & Sales - Aurora, CO

November 2019 to September 2023

- executing promotions and meeting or exceeding established sales goals.
- work independently in a retail storefront
- Processing Financial Transactions
- Provide information about the products and services

### **Customer Service Rep**

American Liberty Group - Denver, CO

September 2017 to October 2019

- Collaborate with the sales team to provide insights and feedback from client interactions
- using a given phone directory to obtain contributions

## Education

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### **Diploma**

Adams City High School - Commerce City, CO

August 2013 to May 2017

## Skills

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- Communication, Microsoft 365 & Excel, Problem Solving , Multi-platform Networking , Ability to work independently and at my own pace, Time Management, Product knowledge

- Sales
- Customer service
- Computer networking
- Help Desk
- Technical Support
- Network Support
- Desktop Support
- Microsoft Windows
- Operating Systems
- VPN
- Marketing
- Salesforce
- Upselling
- Telemarketing
- Pricing
- CRM software
- Outbound sales
- Inside sales
- Negotiation
- Operating systems
- Windows
- Digital marketing
- Scripting
- Cold calling
- Google Suite
- Hospitality
- Cash handling
- Yardi
- Fair Housing regulations
- Outside sales
- B2B sales
- Typing
- Phone etiquette
- Communication skills
- Microsoft Office
- Data entry
- Writing skills
- Computer skills