

## **Erika Purser**

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My objective is to be a part of a successful sales team from the start. My intentions are to assist outside sales, inside sales, and any co-worker who needs assistance in the work place.

Tri-Rep Sales, Inc.

September 30, 2013 to Current

Inside Sales Manager

Job Duties:

- Assist Outside Sales
- Oversee / manage inside sales employees
- Ensure company policies and procedures are being followed properly
- Order Entry
- Freight Quotes
- Shipping / Receiving
- Returned Good Authorizations (RGA/RMA/RTV)
- Technical assistance
- Purchasing
- Inventory Control
- Customer service

ACT Pipe & Supply

November 2010 to September 29, 2013

Job Duties:

- Purchasing
- Order Entry
- Customer Service
- Answering phones / delegating sales calls
- Warehouse duties
- Inventory Control

Lonestar College – Tomball

- Some College – Accounting

- **High School Degree**

**References upon request.**