

Kyle Clayburn

SALES AGENT/ BILLING AGENT

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(970)-232-0547

Authorized to work in the US for any employer

Work Experience

SALES AGENT/ BILLING AGENT

RISE BROADBAND

March 2018 to October 2018

- Taking inbound calls in a fast pace environment while providing customers with accurate sales and billing information
- Utilizing critical thinking and quick problem solving to customers billing issues while providing excellent customer service
- Assisting customers with anything regarding their internet service plan, billing questions and issues, Selling internet service with Direct TV add-ons, upgrading customers contracts, providing legal disclosure and more.

WINDOW CLEANER A NEW VIEW

June 2017 to March 2018

- Providing window cleaning services for indoor/outdoor, residential and commercial locations
- Staying on a tight schedule to ensure appointments are kept on time, while relying on team work to ensure all jobs are completed proficiently
- Managed cash handling and marketing on job sites
- Maintaining a strong attention to detail to ensure best results are provided

RETAIL SALES SPECIALIST

O'REILLYS AUTO PARTS

August 2015 to June 2017

- Proficiently identify customers needs in a time efficient way with outstanding customer service
- Maintaining a neat, organized and fully stocked store with excellent presentation
- Managed cash handling and store operations

PARTS DELIVERY DRIVER

AUTO ZONE

February 2013 to April 2014

- Provide outstanding customer service to every customer
- Delivering parts in a safe and timely manner
- Proficiently deal with cash drawers

GLAZIER COLORADO GLASS SOLUTIONS

May 2009 to January 2013

- Installed Windows, mirrors and showers both in residential and commercial
- Delivered the glass in a safe manner
- Custom glass cutting and polishing

Education

High school or equivalent

Skills

SALES, COACHING, CUSTOMER RELATIONS, FORECASTS, MERCHANDISING

Additional Information

Skills & Abilities

MANAGEMENT

- Coaching and monitoring development in positive environments
- Read and understand sales plans and forecasts
- Efficiently handling customer relations and issues
- Accurately handling safes, counting change drawers, making deposits
- Visual merchandising and cleanliness

SALES

- Proficient suggestive selling
- Consistently meeting high sales goals on a daily, weekly and monthly basis.
- Ranking top salesman in the district
- Applying different selling strategies to individualize every customer's experience