

Kenneth R. McKinley

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Professional Profile

- Data Entry
- Strong Leadership Skills
- Time Management
- Great Customer Service Skills
- Proficient Multi-tasking
- Telephone Etiquette
- Exceptional Communication
- Email & Letter Writing

Professional Accomplishments

Telemarketer

- Demonstrated exceptional sales ability and strong interpersonal skills with a persuasive, positive, and confident approach
- Scheduled appointments for sales representatives to meet with prospective customers
- Enter data into software system
- Telephoned and emailed to respond to correspondence from customers or to follow up initial sales contacts
- Maintains safe and clean working environment by complying with procedures, rules, and regulations
- Maintains operations by following policies and procedures; reporting needed changes

Work History

Telemarketer

New Energy, Van Nuys, CA

04/2012 - Present

Education

General Education

Freemont, Los Angeles, CA