

Ambre Caperton

INSIDE SALES EXECUTIVE

PROFILE

Passionate, competitive sales executive who works best in a fast-paced and team-oriented environment. Excellent communication, organization, and time management skills. Disciplined and dedicated to delivering results. Committed to personal growth and continual self-improvement. Fosters genuine connections with clients as well as harmony among the team. Skilled in enhancing systems to maximize efficiency. Adaptable, quick learner, and technologically adept. Windows & Mac user. Microsoft Office, Adobe Suite, SQL, Tableau, Yardi, Oracle, Canva.

EXPERIENCE

Inside Sales Executive

Sigma Relocation/UMoveFree | Jan 2020 - Present

- Outbound sales for apartment locating: cold-calling
- Maintain high volume of active clients (200+)
- Top 10 Producer in 2020 averaging \$13K sales/mo.
- Coach peers in technological efficiencies

Mediator

Self-Employed & TX Dept of Insurance | Jul 2019

- Provide Alternative Dispute Resolution services as needed

Realtor

Jul 2017 - Jan 2020

- Home Sales at Keller Williams, Real & Ethos Realty
- Lead Transaction Coordinator at Door Realty: Oversaw team of transaction coordinators and assisted in streamlining the process as we automated tasks
- Transaction Coordinator at Redfin: Supported other real estate agents by coordinating appointments, being a liaison between clients and other parties (lenders, inspectors, etc.), and ensured that all documentation and tasks were completed per compliance standards

QA Operations Analyst

Amtrust North America | Sep 2015 - Aug 2017

- Used Excel & SQL to analyze trends of historical data within production environments to maximize revenue & productivity
- Automated manual reporting processes
- Created sales & training presentations for management

Contract Administrator

HomeTelos | Feb 2011 - June 2015

- Reviewed HUD REO contracts for compliance
- Interfaced with real estate agents to ensure proper understanding of procedures & guidelines ensuring timely receipt of revisions

Business Solutions Analyst

Sun Services | Aug 2006 - Jan 2011

- Contract work supporting clients in the Financial, Real Estate, and Technological industries to improve standard operating procedures

Office Manager

Center for Creative Media | Sep 2003 - Aug 2006

- Managed interns, finances, travel arrangements & the Director's schedule in addition to being the liaison for broadcast networks

CORE SKILLS

- Effective Communication
- Process Improvement
- Customer Service
- Critical Thinking
- Problem-solving
- Self-awareness
- Dependability
- Self-starting
- Empathetic
- Creative

LICENSES & EDUCATION

- Texas Real Estate Sales Agent License | 2017
- Texas Certified Advanced Mediator | 2019
- Collin College - Design Courses | 2010
- Liberty University - Mathematics & Business Courses | 2005

CONTACT

Dallas, TX