

Kevin Tran

SALES SUPPORT ASSOCIATE

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SUMMARY

Sales support associate with 2 years at an industrial valve distributor, preparing quotes, bid packages and sales reports for a 6-person sales team. Works daily in Excel, Word, Outlook and PowerPoint, and has helped the team meet deadlines on every quarterly bid since joining.

SKILLS

Other Skills: Excel, Outlook, Word, PowerPoint, CRM, Communication Skills, Organizational Skills, Attention to Detail, Meet Deadlines

EXPERIENCE

Sales Support Associate

07/2024 - Present

Gulf Coast Valve & Fitting

Houston, TX

Distributor of industrial valves, fittings and actuators for refineries and pipeline operators.

- Build quotes and bid packages for 6 sales reps, preparing about **40** bids a quarter to meet deadlines set by buyers.
- Compile weekly sales and margin reports in Excel and format them into PowerPoint slides for the branch manager.
- Draft customer letters, material certifications and spec sheets in Word, keeping files current for 300 part numbers.
- Respond to Outlook and phone requests from buyers on lead times, stock and pricing, replying to most within 2 hours.

Inside Sales Intern

01/2023 - 05/2024

Bayou City Logistics

Houston, TX

Freight brokerage serving manufacturers in the Houston area; part-time during college.

- Researched **200** prospective shippers and entered contacts and notes into the CRM for 4 brokers.
- Called 30 prospects a day to confirm shipping contacts and lanes, booking 3 to 5 broker calls a week.
- Organized rate sheets and carrier files on the shared drive so brokers could find any file in seconds.
- Updated a daily load board report in Excel for the operations lead during the 2023 peak shipping season.

EDUCATION

Bachelor of Business Administration

05/2024

University of Houston

Houston, TX

Marketing