

Robert Halter

Confident, Professional, And Always Ready To Make A Difference

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Authorized to work in the US for any employer

Work Experience

Sales Representative

Waldorf Toyota - Waldorf, MD

July 2022 to Present

- Expert in New and Used Vehicle Sales Process
- Manage Deals in Drive Centric CRM Software
- Capture Images, Video, etc. of Inventory for customers
- Collect Credit Applications with Accuracy
- Earn 5 Star Ratings with All Customers (on Google and with Toyota CSI)
- Reach and Exceeded Sales Quota Each Month
- Earned Repeat and Referral Business
- Top 5 Salesperson Consistently and average 13 units per month

5 Star Service- Safe Transportation Specialist

UBER - Washington, DC

2014 to Present

- Professional and courteous ride share service provider
- World class customer service- 5 Star rating maintained

Sales and Marketing Manager

Motor World Cars - Camp Springs, MD

June 2021 to September 2021

- Back Up Sales Process
- Manage Deals/Inventory on Vin Solutions CRM Software
- Manage Deals/Inventory on Ever Logic Software
- Capture Images, Video, etc. of Inventory
- Upload to Ebiz and Online Marketing Solutions
- Fully Trained on Ebiz Solutions at Manager Level
- Have solid understanding of Financing deals and submitting to banks

Project Manager (Contractor)

Residential Value LLC - Rockville, MD

October 2019 to March 2020

- Work with the Project Manager to monitor project budgets.
- Support Project Manager with client communication throughout the construction process.

- Create and monitor internal and external timelines for deliverables. Working with Project Managers, Superintendents, and subcontractors to adjust schedules as necessary to bring the project in on time, on budget, and within the quality standards set by Residential Value LLC.
- Schedule and attend coordination and construction progress meetings with architects, engineers, and owners.
- Support Project Manager with worksites inspections to ensure that work meets customer and contract specifications and the quality standards for Residential Value LLC.
- Ensures compliance with all OSHA safety and Building Code regulations.
- Represents the company in a professional manner to all customers, vendors, and internal staff.
- Other assigned duties or special projects, as needed.

Network Administrator I

Evangel Cathedral Church - Bowie, MD

2013 to 2014

- Maintained, operated, and managed Theatrical Lighting System and Stage Rigging
- Responsible for Unique Sunday Lighting Designs for weekly Sunday worship service
- Designed, created, and operated High End Lighting Console for weekly Sunday worship service
- Assisted Director of IT where needed in daily and monthly maintenance tasks for company network and workstations
- Worked directly with Director of IT to develop, implement, and install required software and hardware for all users

Program Manager

Academy of Computer Education (ACE) - Greenbelt, MD

2007 to 2013

- Recruited and validated new students from various lead sources
- Provided information regarding the admission process to the candidate students
- Answered the admission queries either by direct conversation, telephone or by email
- Managed each student's internal processing including payment plan collections
- Coordinated corporate onsite training classes for larger federal and private customers
- Attended conferences and meetings to promote and keep company informed of MHEC policy changes
- Conducted regular meetings with the sales team and provided them the latest reports regarding the admissions

Classic Auto Sales, Internet Sales Manager

Cherner Classic and Exotic Cars - Potomac, MD

2004 to 2006

- Developed and executed online marketing optimization
- Strategized, developed and executed online marketing programs that include email, affiliate marketing, web analytics, and customer retention programs, viral marketing, PPC and search engine marketing
- Increased qualified traffic, conversions and ROI and executed a strategic e-commerce customer contact strategy that is focused against key customer segments and is designed to enhance customer lifetime value, encourage retention while preventing defection
- Performed email developments sent across multiple campaigns, spanning across all divisions in our company
- Developed targeted email campaigns with sound measurement to monitor and report effectiveness, leading to continuous improvement of experience, business results, optimized campaign scheduling, and deeper customer relationships

Pre Owned Luxury Car Sales/ Ebay Specialist

Fairfax Motors - Fairfax, VA

May 2003 to April 2004

- Luxury Pre-Owned Auto Sales Professional that Provided Highest Level Of Customer Service and Satisfaction to every guest
- Managed and set up live Ebay auctions on Select vehicles for the Fairfax Motors Ebay Account
- Assisted with Inventory Management on the Lot and at Manheim Auctions

Fine Dining and Cocktail Server

1223 Nightclub Wasington DC - Washington, DC

May 2000 to June 2002

Fine Dining Restaurant in Washington, DC that turned into cocktail and bottle-service nightclub and lounge after 9pm.

- Provided World-Class customer experience services to high-end local and international clientele
- Maintained the highest standards of guest satisfaction while anticipating guests needs to ensure a positive outcome
- Resolved and handled any dissatisfaction with professional and courteous solutions

Education

CCNA

ACADEMY OF COMPUTER EDUCATION - Greenbelt, MD

January 2012

Information Technology Training

ACADEMY OF COMPUTER EDUCATION - Greenbelt, MD

December 2010

Microsoft Certified in MCSE

NETCERT EDUCATION CENTER - Springfield, VA

High school diploma

Largo High School - Upper Marlboro, MD

Skills

- Active Directory (Less than 1 year)
- Android (Less than 1 year)
- customer service (5 years)
- Deployment (3 years)
- DHCP (2 years)
- Excel (2 years)
- IMAC (Less than 1 year)
- Imaging (Less than 1 year)
- iPhone (Less than 1 year)

- Malware (3 years)
- Microsoft Office (Less than 1 year)
- MS OFFICE (Less than 1 year)
- Outlook (Less than 1 year)
- Printer Support (3 years)
- RECEPTIONIST (5 years)
- RETAIL SALES (5 years)
- Word (5 years)
- Account Management (7 years)
- Data Entry (7 years)
- Cold Calling
- Sales (7 years)
- Computer Networking (3 years)
- Microsoft Windows (10+ years)
- TCP/IP (3 years)
- Network Administration
- Technical Support
- LAN
- Help Desk (3 years)
- Microsoft Windows Server
- Operating Systems
- IT support (3 years)
- Financial services
- Affiliate Marketing
- WAN (1 year)
- DNS (1 year)
- Microsoft Outlook (10+ years)
- Desktop support
- Computer hardware (5 years)
- Information security (2 years)
- Cash handling (3 years)
- SQL (1 year)

Links

<http://www.urbanbassanglers.com>

Certifications and Licenses

Network + CE 2012

Driver's License

Food Handler Certification

Assessments

Sales skills — Proficient

October 2020

Influencing and negotiating with customers

Full results: [Proficient](#)

Technical support — Proficient

July 2021

Performing software, hardware, and network operations

Full results: [Proficient](#)

Basic computer skills — Proficient

April 2022

Performing basic computer operations and troubleshooting common problems

Full results: [Proficient](#)

Inside sales — Proficient

May 2021

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.