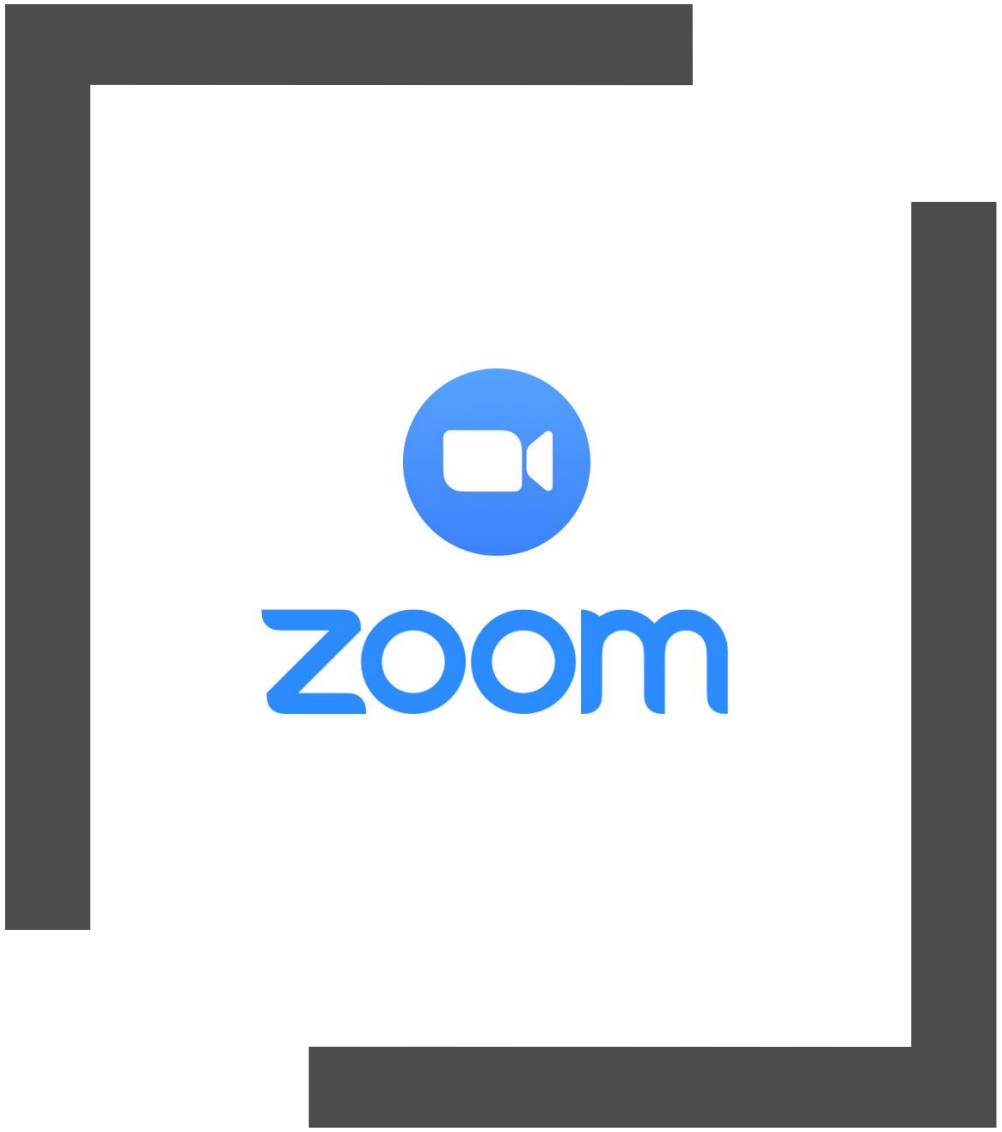
namecoach

Day in the Life of my time at NameCoach

- Day-to-day I find a lot of my work involving the use of Salesforce, “a company that makes cloud-based software designed to help businesses find more prospects, close more deals, and wow customers with amazing service”.
- Duties include updating client accounts, adding in new clients, and generating reports based on what we need to see including our data for various reasons.



- Everyday we have meetings. Whether with current clients for support or renewal, new clients for onboarding, or even one-on-one meetings with my supervisor.
- Most of these meetings involve me taking notes and uploading the notes into Salesforce so we know details dealing with renewal stages or support.

- Google sheets is a tool we utilize for manipulating data and filtering data in ways we need for many different reasons.
- Whether organizing Salesforce data or creating a Do Not Contact list, Google Sheets is always a program I find myself utilizing.

- Google Docs is another useful Google tool that we utilize frequently. I use this program to take notes during meetings, create email sequences, and even collaborate to produce marketing tactics for achieving growth and upsell.

- Google Workspace plays a vital role in our company for connectivity. Creating dated meetings within our calendars, staying connected with our clients through Gmail, and sharing information through Google Drive helps everyone stay connected throughout the entire company.

- Throughout my time here at NameCoach, I have learned many new skills.
- Becoming proficient in these programs presented has boosted my knowledge for the business world.
- Utilizing skills I've learned prior, like google workspace supported my learning experience.
- Creating relationships with colleagues and clients has helped create a great working environment.
- This job has opened my eyes to seeing how a career can be enjoyable.
- Variety has made it more fun since every day is something different.