

CHIAKI SATO

ACCOUNT EXECUTIVE

EXECUTIVE SUMMARY

I am an account handler with strong interpersonal skills, highly creative and motivated to help businesses acquire and maintain clients long-term.

PERSONAL SKILLS

- Excellent communication skills, fluent in 3 languages (English, Chinese, French)
- Strong interpersonal skills
- Time management and organization

CONTACT DETAILS

- Mobile Phone: (123) 456 7890
- Email Address: hello@reallygreatsite.com
- Home Address: 123 Carriers Road, Cresselly, Pembrokeshire AB12 0AB, United Kingdom

WORK EXPERIENCE

Business Unit Head

Primmux Sales, Ltd. | June 2017-present

- Manages a group of sales executives focused on client services
- Ensures adherence to the company code of conduct
- Hires and trains new personnel

Account Handler

ProdHub Retail Company | May 2012-June 2017

- Handled client acquisition and servicing
- Liaised between the clients and suppliers
- Ensured customer satisfaction by handling day-to-day affairs

ACADEMIC PROFILE

Belletonne University

BS Management | Graduated April 2012

- Majored in entrepreneurship, with a minor in accountancy
- Graduated with distinction, with a GWA of 3.25
- Won the Belletonne Young Entrepreneurs Challenge

North Belletonne High

Graduated with distinction | April 2008

- North Belletonne Academic Scholar
- Graduated with a GWA of 3.6
- President of the Young Entrep Circle
- Member of the Debate Team
- Editor for the Belletonne Post