

Senior Account Manager Senior Account Manager Clayton, NC Team building. Proven to adhere to deadlines. Motivated problem solver. Professional. Authorized to work in the US for any employer Work Experience Senior Account Manager Cintas Fire Protection - National Accounts - Durham, NC November 2017 to Present Manage daily operations for multiple accounts to ensure compliance in a timely manner. Point of contact for customer to resolve issues, and ensure proper and timely billing of services rendered. Follow KPI and liaison between departments inside the company per customer requirements. Office Manager/ Digital Marketing Specialist/ Web Developer Recovery Roofing & Restoration - Durham, NC January 2016 to November 2017 Implement effective marketing strategies, in both print and web, to recruit new clients. Keep customers engaged in social media accounts to promote reoccurring business. Build and manage company website for content, making changes as necessary. Dispatch incoming leads to appropriate person and follow-up. Keep up-to-date with accounts receivable. Education B.A. in Multimedia Design and Development DeVry University - Chicago, IL 2016 Skills HTML 5 (2 years), CSS3 (2 years), Javascript (2 years), PHP (2 years), JQuery (2 years), SEO (2 years), Actionsript (Less than 1 year), Google Analytics (2 years), Google Adwords (2 years), SQL (1 year), Photoshop (2 years), Illustrator (2 years), Wordpress (2 years), Oracle (2 years), Quickbooks (1 year), Dispatch (2 years), Account Management, Six Sigma Green Belt, MS Office, Data Entry, Receptionist Links <http://www.jrowley2.mydevryportfolio.com/portfolio/index2.html> Certifications/Licenses Medical Office Administration August 2012 to Present

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