

Multi-Media Account Executive Multi-Media Account Executive Office Administrative Hickory, NC
Authorized to work in the US for any employer Work Experience Multi-Media Account Executive
Hickory Daily Record - Hickory, NC November 2017 to Present Manage a portfolio of over 60 plus
accounts within my geographic territory and create new revenue streams by building
relationships/partnerships with new businesses. Maintain knowledge of current sales and
promotions, policies regarding payment and security practices. Create Excel spreadsheets to
monitor and track business monthly spend; also create detailed expense reports and expenditures
on a monthly basis Routinely answer customers questions regarding marketing/advertising pricing
to meet their needs. Visit clients on a daily basis to give presentations and proposals to meet their
needs and prepared sales contracts as needed. Hostess Chilies Bar & Grill - Winston-Salem, NC
December 2016 to May 2017 Greeted guests walking in the door and ascertained guests needs
Scheduled reservations and assisted in setting up private events Trained new hostesses and
created personal relationships with guests to increase experience satisfaction Paralegal Miller &
Johnson PLLC - Boone, NC April 2015 to October 2016 Assisted with document production and
trial preparation for civil and criminal Handled accounting for the firm s general bank account
Managed the judicial and trial calendar; schedule appointments for clients Input client information
into PCLaw program Entered time for attorneys, prepare billing for clients, and send out invoices
Medical Records Primedical Healthcare, P.A. - Boone, NC September 2014 to March 2015
Scheduled appointments and sign in incoming patients at the front desk Handled medical record
requests Assisted patients in using the company s online health records Responsible for minor
IT troubleshooting and logging cases to Allscripts Coordinated with medical insurance companies
to verify claim statuses Return Mail Opener Fiserv - Hickory, NC April 2014 to August 2014 Open,
sort, and count return checks Update the incident check database Send letters along with
checks that we received in error Customer Support Representative Appalachian State Univeristy
Career Development Center - Boone, NC August 2013 to April 2014 Helped organize career fairs
and marketing career activities Managed the front office and supervise work-study students
Assisted Student Employment with payroll duties and filing Coordinated database entry for

internship inventory Database Administrator Todd's Calendar - Boone, NC May 2013 to January 2014 Handled database entry for a local website highlighting events in the High Country Work Study Office Assistant Appalachian State University Career Development Center - Boone, NC May 2013 to August 2013 Entered internship contracts into the University's internship inventory Answered phone calls Assisted with filing papers for Student Employment Office Office Assistant/Receptionist Appalachian State University Plemmons Student Union - Boone, NC January 2013 to August 2013 Made appointments for the professional staff in the office Provided customer service in person and on the phone- Performed point of sale transactions for office supplies Research Assistant Appalachian State University Forensic Psychology Lab - Boone, NC August 2010 to May 2013 Designed a psychology study and presented at two conferences Trained new research assistants on survey websites and research procedures Administered surveys to lab participant, entered data into database, and analyzed the data collected Work Study Student Advancement Services @ Appalachian State University - Boone, NC May 2012 to June 2012 Searched Alumni Database to verify information Alphabetized files for the Alumni Records Customer service Waldenbooks - Boone, NC August 2010 to March 2011 Organized store and stocked merchandise Conducted monthly inventory Customer service, including answering phones, assisting customers with book selections and ordering books Designed in-store advertising and signs about upcoming events Assisted with store sponsored parties for children Handled point of sale transactions Education Bachelor of Science in Psychology Appalachian State University - Boone, NC 2009 to 2013 Skills Excel (10+ years), Powerpoint (10+ years), Word (10+ years), Customer Service (10+ years), Sales (2 years), Marketing (1 year), Spss (3 years), Outlook (3 years), HTML (2 years), PC Law (2 years), Lightroom (4 years), MS Office, Account Management, Data Entry, Cold Calling, Salesforce

Name: Allison Cummings

Email: weberjesse@example.com

Phone: 326-409-7280