



YOUR NAME

ACCOUNT MANAGER

RESUME SUMMARY

Account manager with 5+ years of experience developing and maintaining client relationships. Graduated from University of Southern California with a B.A. in Business Administration, awarded Employee of the Year in 2018 as a recognition of my work. Looking to use my strong interpersonal skills and passion for customer service to benefit your company.

PROFESSIONAL EXPERIENCE

Account Manager

Claredon Smith, Los Angeles, CA

Sep 2019–Present

- Manage accounts worth \$4.7 million in annual sales
- Selected to train 3 new account managers on the basis of my stellar track record
- Contribute to increasing business volume by 30% over the course of a year by suggesting and implementing new customer service initiatives
- Recover 15 dormant accounts worth a total of \$500,000

Account Consultant

Legal Genius, Pasadena, CA

Jun 2016–August 2019

- Monitored client accounts, analyzed incomings and outgoings, and performed daily, weekly, and annual forecasts
- Exceeded 2014 sales target by 47% through effective client networking and by introducing new sales strategies
- Strategized with team to win market share from competitors
- Implemented marketing initiatives, boosting revenue by 4.7%

CONTACT

Phone

(310) 645-8340

Email

your.name@gmail.com

LinkedIn

linkedin.com/in/yourname

EDUCATION

**University of Southern California,
Los Angeles, CA | May 2016**

*Bachelor of Arts, Business
Administration,
Honors: cum laude (GPA: 3.9/4.0)*

RELEVANT SKILLS

Intuit QuickBooks

Oracle E-Business Suite

Microsoft Dynamics

Negotiation

Critical Thinking

Active Listening

AWARDS

Outstanding Achievement Award
Claredon Smith, 2020

Employee of the Year
2018, Legal Genius