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| YOUR NAME  CM  ACCOUNT MANAGER | |
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| |  |  | | --- | --- | |  | | | **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. Worked as Python developer | | | **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 |
| **Logo  Description automatically generated**  **Dear Job Seeker,**  If you want your qualifications to stand out from a crowd of applicants, our Unique resume template is a great choice.  This template’s unique features include a social media section complete with official platform logos and your initials in a left-aligned icon.  Because of its social section, we recommend using the Unique resume template to apply for [social media](https://resumegenius.com/resume-samples/social-media-resume-example), [brand ambassador](https://resumegenius.com/resume-samples/brand-ambassador-resume), or [digital marketing](https://resumegenius.com/resume-samples/digital-marketing-resume) jobs.  If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:  ·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)  ·     How to Write a Resume  ·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)  Once you have a great resume, pair it with a convincing cover letter using our matching [2022 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:  ·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)  ·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)  Best regards,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” | | |