ALLISON ROSENBERG

123 Convoy St. San Diego, CA 12345 | (123) 456-7890 | allison@example.coin

Customer-focused Broker with 5+ years of experience in high-volume manufacturing, Well-rounded expertise encompasses contract negotiation, process redesign, and competitor and market trend analysis, Continually gain and apply new work skills and market insights, Bilingual: Fluent in English and Spanish.

EDUCATION

ADMINISTRATIVE ASSISTANT /
RECEPTIONIST

San Diego City College, San Diego, CA

LANGUAGE

Fluency in Spanish | Proficiency in Kalian

AREAS OF EXPERTISE

- ♦ Client Satisfaction & Retention
- · Cuslomer Relations
- · Marketing Strategy Development
- · Portfolio Management
- · Revenue & Profit Growth
- Stakeholder Relations
 Management
- Targeted Resource Allocation

TECHNICAL SKILLS

Salesforce.com | Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

PROFESSIONAL EXPERIENCE

BROKER

AWZ Food Services Inc., San Diego, CA | October 2017 to Present

- ♦ Serve as key liaison between grocers, customers, and food manufacturers
- Help drive revenue growth, analyze market trends, and define contract terms

Highlights:

- Ranked #3 on a 30-member team for client retention
- Praised on all five formal reviews for expertly managing communications with diverse stakeholders

ADMINISTRATIVE ASSISTANT / RECEPTIONIST

KZU Inc., San Diego, CA | August 2015 to September 2017

 Gained strong early experience in customer relations and task prioritization in a fast-paced setting