

Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- A motivated and effective junior account manager with a track record of nurturing client relationships and driving financial success. Engaging communicator with a proven history in managing customer relationships, analyzing sales data, and facilitating sales forecasting. Knowledge of CRM systems and solid financial planning abilities. Eager to apply academic background and practical experience to enhance business performance and client satisfaction.

Education

- Bachelor of Business Administration | UNIVERSITY OF TEXAS AT AUSTIN, Austin, TX | 2020

Certifications

- Certified Business Relationship Manager (CBRM), Business Relationship Management Institute, 2023

Key Skills

- Communication skills
- CRM systems
- Financial management
- Sales forecasting
- Sales planning

Professional Experience

JUNIOR ACCOUNT MANAGER | VRBO, AUSTIN, TX | JANUARY 2021 - PRESENT

- Responsible for nurturing relationships with a portfolio of clients, ensuring a 35% increase in client satisfaction rate
- Analyze sales reports periodically and monitor revenue trends, which has led to identification of 20% increase in efficiency
- Help with sales forecasting by understanding market trends, contributing to 15 new accounts opened in the first quarter of 2021

MARKETING ASSOCIATE | 3M, AUSTIN, TX | MAY 2020 - DECEMBER 2020

- Assisted in managing customer relationships via CRM systems, improving the efficiency of communication by 30%
- Strengthened communication between sales and marketing teams, coordinating campaigns that resulted in a 12% increase in conversations
- Gained first-hand sales experience, which resulted in exceeding sales targets by 8%