

Robert Smith

Account Representative III

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Self-directed, results-driven Account Representative with data analysis skills and the ability to think strategically about complex, unpredictable market challenges. Possess strong interpersonal and management skills and the ability to motivate others in high-paced environments with shifting priorities. Able to simultaneously attend to details and a long-term vision yet lead with patience and ingenuity.

SKILLS

Inventory Management,
Pricing, Recruiting,
Strategic Sales Planning,
Upsell Strategy
Development, Customer
Service, Onboarding,
Sales Analysis,
Salesforce , Excel,
CiviCRM, Word,
Powerpoint

WORK EXPERIENCE

Account Representative III

Organically Grown Company - April 2008 - December 2017

Responsibilities:

- Consistently grew sales while employing strategic initiatives to enhance client relationships, retain accounts, increase profits, yield strong yoy growth (20%) in a highly competitive market, reduce errors, & improve efficiency.
- Account management & retention - built strong rapport & trust with key stakeholders of wholesale businesses, grocers, chain retailers, fine dining establishments, juice bars, and processors. Managed 35-70 accounts continuously.
- Cumulatively worked with 200+ accounts over 7 years time. Visited accounts regularly to examine merchandising, discuss upcoming opportunities and share key YOY numbers. Produced sales presentations to convey KPIs and top commodity sales.
- Sales & development- routinely entered 40-60 sales orders per day using enterprise software, issuing credits, scheduling returns, revising and setting pricing, developing promotions and ad programs, and maintaining standing orders. Generated leads & prospected for new accounts, responded to potential/new customer inquiries, and guided customer onboarding bringing on 5-7 accounts monthly.
- Pricing strategy - produced customized pricing for multiple regions and accounts.
- Cross-functional team collaboration & leadership - built strong internal relationships across 5+ departments and coordinated cross-functional efforts among internal teams to ensure accounts received exceptional customer service.
- Continuous improvement - initiated, developed and managed solutions to increase visibility and communication between sales and operations teams resulting in improved inventory accuracy and sales order fulfillment. Developed & promoted a list of inventory for upselling which expanded into a daily tracking tool that resulted in generating sales of 600-700 additional cases of product per week.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

VICE PRESIDENT OF OUTREACH

Montavilla Food C - March 2005 - February 2008

Responsibilities:

- Served as board vp of a local initiative to open a retail grocery in the

montavilla neighborhood.

- Board recruitment, service, & stewardship - established board of directors, recruiting over 12 community members, & stewarding a path of leadership for long-term stability and development. Created board charter, mission statement, & initial policies.
- Membership recruitment - coordinated marketing and membership growth of 500%, raising \$60,000+ in seed money towards funding a brick-and-mortar location.
- Fundraising & community development - planned and coordinated multiple community building fundraising events raising \$10,000+, soliciting donated goods & services for auction, increasing awareness and encouraging community collaboration.
- Community outreach & marketing - chaired 5-8 person outreach committee. Connected with local businesses and nonprofits to lay a foundation for visibility, fundraising and gro.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.
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Education

Bachelor Of Science in Biology - June 2001(University Of Oregon - Eugene, OR)