Robert Smith

Associate Account Manager

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SUMMARY

Account manager with 8 years of experience in the field of account management is seeking to continue my career within a high growth, reputable and strong institution which will value my skills, standards and strong work ethic.

SKILLS

Business Development, New Business Development, Project Management, Strategic Planning

WORK EXPERIENCE

Associate Account Manager

Over And Back - September 2014 – Present

- Assisting in increasing store business by 128% and e-commerce by 104% in 3 years.
- Assisting with seasonal and modular product development for better homes and gardens.
- Managing e-commerce item creation, item management rollbacks to maximize sales online.
- Consistently met client deadlines and shipped all orders via the most cost-effective method.
- Maintaining active participation and membership in networking organizations.
- Managing projects to make sure that they get completed in a timely manner.
- Developing a market analysis to identify customer needs, price schedules, and discount rates.

Associate Account Manager

Wild Heart Designs - June 2010 – January 2014

- Facilitated client requirements meetings - both in person and/or remotely using current online presentation applications.
- Create estimates, sales orders, and purchase orders using QuickBooks and Netsuite.
- Planned and executed corporate events for strategic accounts
- Engaged new customers and strengthen relationships through exceptional account management.
- Assist in other business services related activities such as insurance renewals.
- Prepare year-end journal entries including accruals and depreciation.
- Review and audit general ledger entries for accuracy and balancing as needed.

EDUCATION

Certified Retail Analyst Program - August 2014(NW ARKANSAS COMMUNITY COLLEGE)BSBA in Business Administration - (UNIVERSITY OF ARKANSAS)

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