Corporate Account Manager II

ROBERT SMITH

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Objective

Self-motivated with solid experience managing all levels of large scale projects, including budgeting and administration. Top producing sales professional and dynamic communicator who consistently exceeds goals and company expectations.

Skills

Communication Forklift, Heavy Machinery Certified Social Media Executive Support.

Work Experience

Corporate Account Manager II

ABC Corporation - 2010 – 2011

- Responsible for the documentation, analysis and accurate accounting of corporate accounting matters.
- Support the month end close and financial statement preparation, review and analysis.
- Review various reconciliations and provide complete supporting documentation.
- Assist in special projects, including but not limited to IT initiatives and process improvements, to support the companys growth.
- Interacts with management from within and outside of the accounting department to respond in an accurate and timely fashion to inquiries related to the groups activities.
- Assist in the development and documentation of company policies and procedures to ensure consistency.
- Identify and assist with additional products that clients may need such as Credit Cards, Debit Cards, Check Books, Loans and Overdraft Protection and different types of Investments.

Corporate Account Manager

ABC Corporation - 2009 – 2010

- Recommended computer hardware and software to corporate clients.
- Promoted company to corporations.
- Promoted company to corporate community, bringing company to B2B forefront from a retail software company.
- Sold technology and services to Fortune 500 companies, which increased company prestige.
- Solicited new customers and created new business relationships, thereby increasing revenue.
- GREGORY D.
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Education

Advertising & Marketing - (Barao de Maua's University)

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