Robert Smith

Corporate Accounts Manager/Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Estimation,
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

PERSONAL STATEMENT

To obtain a Corporate Accounts Manager position to help with any and every part of the account teams day-to-day activitiesfrom planning to completion.

WORK EXPERIENCE

Corporate Accounts Manager/Coordinator

ABC Corporation - 2012 – 2015

Responsibilities:

- Partnered directly with chain accounts to establish a larger craft beer presence in their stores.
- Lead projects. Initiates projects. Thrives on making things happen.
- Analyzed prepared and organized all account materials including presentations, research, schedules, estimates, creative and billing.
- Ensured all schedule is adhered to and that deliverables are met.
- Monitored project results, timelines, and budgets.
- Built meaningful relationships with team members and clients.
- Worked with creatives to understand the ‘why’ behind the work and provides feedback.

Corporate Accounts Manager

Delta Corporation - 2010 – 2014

Responsibilities:

- Sales and design of commercial Fire, Security, and CCTV systems to large multi-venue corporate customers Submit bid requests on high value .
- IV Systems, Managing Corporate Accounts in the South Eastern, US.
- The company specializes in Loss Circulation; Torque and Drag Reduction as well as Environmental Spill response technology and dust control.
- Include, but are not limited to reporting directly to the VP of Operations on the everyday business affairs, such as marketing; market analysis; .
- Since arriving at Circulation Solutions, my roles have included obtaining Master Service Agreements and Contracts with such companies as Chesapeake .
- Other successes include but are not limited to securing numerous repeat customers within the Dallas/Fort Worth and Houston areas, as well as securing .
- Acquired, monitored and managed key business accounts while ensuring a successful client relationship and acting as an interface between our business .

Education

Master's of Business Management - (North Carolina State University Raleigh - Raleigh, NC)

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