Robert Smith

IT Account Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Seeking a full-time IT Account Manager position within a human resources department. Looking to grow my skills on the operations side, while helping a company grow in the right direction. Responsible for Account Management and New Business Development (full desk), working with Information Technology and Finance and Accounting clients.

WORK EXPERIENCE

IT Account Manager

ABC Corporation - May 2016 – September 2016

Responsibilities:

- Responsible for Account Management and New Business Development, working with Information Technology and Finance and Accounting clients.
- Responsible for building and maintaining lasting relationships with our clients and consultants.
- Responsible for client and consultant care and maintance.
- As well as adding support for the recuriting team on all open positions.
- Working to create a seamless hiring process for all clients.
- Responsible for contacting new clients, negoitating new contracts, onboarding new clients, setting client meetings and happy hours, updateing any changes with accounts.
- Responsible for maintaining all current contracts, forcasting clients needs, understanding the clients lines of business.

IT Account Manager

Delta Corporation - 2015 – 2016

Responsibilities:

- Performed network administration for SMBs as an A+ and Network+ certified technician.
- Led new technology migrations, data security, and supported business continuity efforts.
- Developed new business offerings, designed sales collateral, and implemented marketing strategies.
- Collaborated with a team of 3 to open a new startup office location in NY Developed new business and added clients through prospecting, cold calls, .
- A website and App development startup Owned the entire software support life cycle of assigned projects, including oversight of budgets, acquisition .
- This sharpened my business acumen within the context of my role and allowed me to add additional value to the organization and client.
- Coordinated IT relationship with Home Depot; providing operational reviews, project management and prioritization, IT dashboards and project reviews, .

SKILLS

Strong Leadership, IT.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

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Education

Diploma

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