

ROBERT SMITH

Asst. Regional Account Executive

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Bold, analytical thinker utilizing sound business concepts, undergraduate degree in Management and innovative concepts to drive product perception, client acquisition/retention, and territory expansion in the marketplace. Strong understanding of customer experience, able to capitalize on data to build customer satisfaction while increasing gross profit. Work effectively within cross-functional teams to consistently exceed expectations.

CORE COMPETENCIES

Microsoft Office, Adobe Photoshop, Lightroom, Computer Skills, Computer Hardware, Bilingual Spanish, Spanish Translations.

PROFESSIONAL EXPERIENCE

Asst. Regional Account Executive

ABC Corporation - March 2009 – December 2009

Key Deliverables:

- Enrolled customers and upgraded current subscribers through door-to-door sales and special events in assigned territory.
- Offered product and service quotes, prepared subscribers applications, arranged installation dates, and collected cash deposits as needed.
- Assisted in troubleshooting problems/concerns to ensure customer satisfaction.
- Specialized in working with Spanish-speaking clients as the only bilingual sales representative.
- Assisted in verbal & written Spanish translations for peers & management.
- Created and improved general sales techniques which were then implemented to the general sales team.
- Maintain detailed records and report sales activities daily.

Regional Account Executive

ABC Corporation - 2008 – 2009

Key Deliverables:

- Submitted avails/proposed schedules requested from Regional and Paid Buyers for advertising.
- Responsible for all paperwork regarding Political Candidate/Issue Advertisers in Public File.
- Entered/worked makegoods of station orders regarding Regional, National, and Political contracts.
- Maintained Accurate Station Rate Card/OneDomain according to current TV Programming.

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- Kept up with the Aging of Regional/National accounts, collecting on late payments.
- Attended Sales Events at advertisers establishments for Public Relation purposes.
- Communicated efficiently with Assistants to "get the job done" when deadlines had to be met..

EDUCATION

A.A.S. in Business Administration - (Heald College - Rancho Cordova, CA)

