## Account Manager Resume Sample 1

**Troy Pike**

1878 Williams Avenue, Newhall, California, 91321

*troypike@email.com*

661-288-7080

### A. Summary

Hard working and highly focused Account Manager who has an outstanding record when it comes to client service as well as service generation. I am fully capable of managing several projects at the same time showing the same amount of efficiency and accuracy. Apart from all that, I can either work independently or as part of a team of Account Managers, as I have done both these things in the past. I am currently looking for a company that wants to grow and is looking for an Account Manager to help it on its way to greatness.

### B. Working Experience

* **May 2011 – January 2017 – The Delgado Pritchett Building Company, Newhall, California**

**Responsibilities**: Performing all the account tasks on a daily basis. Review and manage the revenue forecasts either on a daily or weekly basis as per the manager’s requirements. Overseeing the analysis as well as resolutions of the billing discrepancies. When needed or on a regular basis, conducted performance audits so as to improve the way the teams performed on different projects. Kept the client communication logs, maintained, updated, and oversaw them. Communicated with clients so as to determine what budgets were needed for each project. If needed, provide some assistance when reports for the upper management were built. Provided consultation for clients if they asked for it, including in house. Responded to all the clients’ queries and researched for it.

### C. Education and Academic Training

* Graduated in 2010 from the University of Newhall, California, with a Bachelor’s Degree in Business Administration.

### D. Job Related Skills

* Over six years of experience in Account Management
* A Business Degree from a top University in California
* Proven record of maximizing a business’ value via comparable solution sales
* Very skilled when it comes to strategizing and implementing account strategies
* Networking as a very strong point. Can cultivate durable relationships that will help further the company along.
* Leadership abilities
* Exceptional negotiation skills that have proven valuable when working with clients

### E. General Skills

* Knowledge of Account Management Software
* Very proficient in the Microsoft Office package especially Excel, Word, and PowerPoint.
* Loyal
* I speak three languages: English, Spanish, and Japanese
* Discreet
* Fun
* Team Player
* Hard Worker