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# ACCOUNT EXECUTIVE RESUME

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## Summary:

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An experienced and dynamic person with proven years of sales acquisition and account management experience; Highly aggressive and confident, focused and spontaneous, assertive, self-driven, results oriented and confident; Has a deep understanding of the whole sales cycle, can immediately prequalify target markets and understand customer needs ; Can effectively initiate opportunities and link them to appropriate services offered; Has strong written and verbal communication skills and possesses good interpersonal relations with demonstrated capability in servicing major accounts; With extensive knowledge in I.T. technology (telecommunications, network security, etc.)

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## Professional Experience:

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Channel Corporate Account Executive, January 2007 – Present  
Agilent Telecommunications, Eden Prairie, Minnesota

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## Responsibilities:

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- Managed inventory, costing/pricing, forecasting for product lines
- Planned, lead, organized, controlled and executed various sales and marketing activities and channel programs
- Managed, maintained and expanded the commercial channel business with focus on product awareness and development, presentations and trainings, sales and marketing
- Responsible for the achievement of sales, profit and over-all business objectives through assessment of market developments, trade performances
- Designed marketing collaterals, formulated ideas and promo plans
- Researched and evaluated on telecommunications market
- Conducted sales forecasts, submitted pipelines and strategized on how to penetrate market in line with the regional vendor strategies and programs

Senior Sales, June 2004– January 2007  
Affiliated Computer Services Inc., Dallas, TX, USA

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## Responsibilities:

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Planned and organized daily work schedule to call on existing and potential customers  
Attracted new business by conducting in-depth research on their backgrounds, their current pain points; presented solutions to their existing problems  
Conducted product presentations to clients; provided answers to product and service issues as required  
Resolved product or service problems by determining the cause of the problem and providing a set of actions to help remedy their concerns; expedited processes and made recommendations to corporate management for client retention  
Supported customers by providing basic user training  
Maintained rapport with customers through account management; made periodic visits through cost-effective scheduling  
Maintained records and updating account information in the company system  
Sales Supervisor, February 1999 – May 2004  
Fashion Emporium, Beachwood Ohio

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## Education:

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1997 – 1999 Masters in Business Administration and Marketing  
Yale University, CT  
1993 – 1997 Bachelor of Science in Business Administration, Major in Management  
Yale University, CT

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## **Skills:**

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- Proficiency and expertise in MS Office: Word, Excel, PowerPoint
- Can effectively source out new businesses
- Very effective English verbal communication and written skills
- Knowledgeable in social networking, graphics and advertising
- Effective time management skills

## **Awards and Honors:**

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Dean's Lister, Yale University, Batch 1994  
Member of Association to Advance Collegiate Schools of Business  
Senior member of MBA Association

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