
Account Representative Resume

Job Objective

Seeking an Account Representative position with reputable organization in which my experience can be a positive influence on the growth of company.

Highlights of Qualifications:

- Remarkable experience in banking, regulatory compliance and financial services
 - Ability to handle and balance large sums of money
 - Ability to maintain customer confidentiality
 - Wide knowledge of selling strategies
 - Good understanding of business and general accounting function
 - Ability to report unusual accounts, account problems and workflow issues
 - Ability to accurately and efficiently processes the account
 - Excellent negotiation, consultative selling, communication
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Professional Experience:

Account Representative
AppleOne, Nashville TN
November 2006 – Present

- Efficiently assisted Manager to formulate specific sales and marketing strategies.
- Monitored internal team members' performance as well as innovated accurate and reliable forecast.
- Nurtured relationships with key decision makers and influencers.
- Supervised opportunities that required accelerated intervention and handled current pricing and documentation pertinent to assigned accounts.
- Performed additional tasks for the Regional Sales Manager.

Account Representative
Capital One, Nashville TN
February 2001 – October 2006

- Managed knowledge of regulatory compliance for financial institutions.
 - Formulated monthly business plan under the assistance of Manager of Regional Sales.
 - Developed a database of qualified leads.
 - Handled documentation of sales activities for each institution as well as resolved customer issues and handled email responses in a timely manner.
 - Regularly coordinated with Regional Sales Manager
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Education:

Bachelor's Degree In Finance
Livingstone College, Salisbury, NC

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