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## Account Supervisor Resume

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### Job Objective

To secure Account Supervisor in a reputed organization as a supervisor where my abilities and education will be utilized to the fullest.

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### Highlights of Qualifications:

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- Vast experience in working as a Accounts Supervisor
  - Profound knowledge of advertising and client side marketing
  - In-depth knowledge of account service, direct marketing and online advertising
  - Extensive knowledge of the relationship between traditional public relations, and Online social media
  - Familiarity with digital and social media
  - Proficient in AS400, MS Word, Excel, PowerPoint, and MS Outlook
  - Ability to multi-task and manage multiple accounts
  - Strong budgeting and financial management skills
  - Excellent presentation skills, poise and professionalism
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### Professional Experience:

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Account Supervisor, August 2005 to till date  
SapientNitro, Huntsville, AL

- Created client programs and projects and assisted with program implementation.
- Reviewed and examined projects to ensure that deadlines and quality standards are met.
- Provided reports to account manager and customers as required.
- Structured and managed integrated, multi-track projects and programs.
- Assessed and managed risk within and across multiple projects.

Account Supervisor, June 2002 to July 2005  
Resolution Media, Huntsville, AL

- Answered questions regarding capabilities and product offerings.
  - Worked with clients to exceed set targets.
  - Provided daily account management via phone, email and contacted clients, advertising, content and management teams.
  - Prepared, managed and coordinated campaign strategies for multiple clients at once.
  - Presented and communicated campaign strategies and report on results to clients.
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### Education:

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Bachelor's Degree in Accounts, Governors State University, University Park, IL

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