
Agency Account Manager Resume

Job Objective

To obtain a position as Field Agency Account Manager with an established company in where I can enhance my skills and help the company to grow.

Highlights of Qualifications:

- Wide experience in online media marketing and advertising facilities
 - Operational knowledge of carrier issuance systems
 - Exceptional knowledge of customer services and internet models
 - Remarkable ability to maintain effective relations with customers
 - Deep ability to prepare a schedule and work in a team
 - Amazing skills to prepare presentations for clients
 - Excellent communication skills in both oral and written forms
 - Proficient in analyzing structure
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Professional Experience:

Field Agency Account Coordinator
Bluesky Agency, New York, NY
October 2008 – Present

- Administered policy renewals and made appropriate calls to clients.
- Assisted clients with state guidelines and selecting best option available.
- Coordinated with policy holder and insurance carriers and monitored customer services provided.
- Monitored work by executives and ensured client satisfaction and retention at all times.
- Managed related ancillary products according to customer requirement.
- Assisted teams in performing outreach calls and ensured optimal customer satisfaction.
- Facilitated in retaining existing clients and prepared required letters for same.
- Maintained knowledge on various Section125 to provide optimal customer services.

Agency Account Representative
MarketSense, New York, NY
August 2003 – September 2008

- Provided support to agency account manager and designed growth objectives for clients.
- Analyzed business operations and provided recommendations if any.
- Managed all specialized events and services and maintained good relations with clients.
- Evaluated complex technical issues and escalated issues if required.
- Prepared and maintained knowledge on various Internet businesses.
- Developed concepts for accounts and prepared procedures.

Agency Account Executive
MWW Group, New York, NY
May 1998 – July 2003

- Developed strategic plans and ensured achievement of all revenue objectives.
 - Maintained effective relations with clients and maximized growth in revenue.
 - Facilitated relationships with agencies and executives.
 - Trained and provided guidance to sales members.
 - Designed growth strategies for various products and services.
 - Participated in various industry related conferences and events.
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Education:

Bachelor's Degree in Marketing Management
Palmer Chiropractic University, Davenport, IA

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