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## Assistant Account Executive Resume

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### Job Objective

To secure a position with a reputable company in which to exercise my knowledge and training as Assistant Account Executive.

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### Highlights of Qualifications:

- Huge experience in supporting roles for marketing, sales, business administration
  - Good expertise in people management and budget management
  - Thorough knowledge of social media tools
  - Deep knowledge of media buying and planning, production, and traffic
  - Superior organization and communication skills
  - Proficient with Microsoft Word, Excel, Power Point and Outlook software applications
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### Professional Experience:

Assistant Account Executive  
The Integer Group,Freeburg, MO  
August 2007 – Present

- Prepared presentation letters and forms.
- Completed and submitted promotion forms to retailers.
- Prepared sales, marketing and pre-book sheets.
- Resolved vendor deduction issues.
- Prepared and conducted media outreach Sales Reports.
- Assisted in implementation and planning of special events.

Assistant Account Executive  
ARD Group, Freeburg, MO  
May 2004- July 2007

- Interpreted client needs and recommended proper actions.
  - Scheduled and monitored production activity and reported relevant fluctuations.
  - Assisted in developing project estimates.
  - Assisted in the creation of project invoices and ensured accuracy.
  - Assisted in marketing research efforts.
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### Education:

Bachelor's Degree in Accounting  
Towson University, Towson, MD

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