
Associate Account Manager Resume

Job Objective

Searching for Associate Account Manager Position where my skills and special training can be used for the good of the company.

Highlights of Qualifications:

- Huge experience in client services in a healthcare environment
 - Deep knowledge of search and display marketing principles
 - Outstanding knowledge of Microsoft applications
 - Immense ability to maintain relationships with client and agency members
 - Exceptional ability to multitask and prioritize work
 - Excellent communication skills in both oral and written forms
 - Skilled to perform basic maths in processes
 - Proficient in providing client services
 - Ability to work on internet search engines
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Professional Experience:

Associate Account Manager
INX, Inc., Hilton, NY
October 2008 – Present

- Coordinated with account manager and account executives and provided optimal level of client support.
- Monitored all billing and resolved any related issues for customers and vendors.
- Prepared reports for various advertiser performances.
- Assisted client by providing client specifications and screenshots of ads as per his or her request.
- Prepared sales presentations and research and prepared case studies on product or processes.
- Collaborated with vendors on all upcoming strategies.
- Administered everyday working and prepared ad hoc projects.
- Assisted account managers in absence.

Sr. Account Specialist
RightNow Technologies, Hilton, NY
May 1998 – July 2003

- Maintained effective relationships with clients.
- Planned strategies in coordination with clients.
- Analyzed team members and identified strengths and weakness of team for work.
- Evaluated yearly performance of all team members.
- Coordinated with senior management and ensured appropriate staff.
- Managed a team and prepared all long term and short term objectives.

Account Supervisor
Willis Group, Hilton, NY
August 2003 – September 2008

- Monitored everyday activities of new programs.
 - Analyzed client requirement and recommended necessary changes in processes according to same.
 - Provided support to all programs and corporate objectives.
 - Managed all client requests and ensured completion within timeline.
 - Performed audit on client files and ensured compliance to program standards.
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Education:

Bachelor's Degree in Business Administration
Alabama State University, Montgomery, AL

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