
Client Account Manager Resume

Job Objective

Hard-working, self-motivated Client Account Manager seeks a full-time position with reputable organization.

Highlights of Qualifications:

- Exceptional experience in providing sales support for all commercial products and monitored sales
 - Deep knowledge of print production methods
 - Outstanding knowledge of all Window Office Applications
 - Ability to maintain accuracy in all activities
 - Ability to provide optimal client end services within required timeframe
 - Excellent communication skills in both oral and written forms
 - Ability to provide optimal customer services
 - Proficient in managing financial data
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Professional Experience:

Client Account Manager
GuestLogix Inc, Thompson, PA
October 2008 – Present

- Monitored all client activities and assisted to plan and install all program setup.
- Developed and maintained professional client relationships.
- Coordinated with customer services and operation department.
- Performed review within required timeframe for all customers.
- Recommend improvements to all activities and managed all client data.
- Managed all communication with clients and provided internal support.
- Maintained accuracy of all managed services.
- Administered all special projects for assigned clients.

Client Account Specialist
RealMed Corporation, Thompson, PA
August 2003 – September 2008

- Provided support to all sales staff and prepared quotes for all client account.
- Provided efficient response to all telephone inquiries.
- Monitored all in house direct mailings and ensure optimal level of customer satisfaction.
- Coordinated with production area and resolve all questions for job orders.
- Prepared all required paperwork and reports for all client accounts.
- Maintained neat and clean area at all times.

Client Account Executive
AHI Software, Inc, Thompson, PA
May 1998 – July 2003

- Prepared all purchase orders and maintained records of all items and services.
 - Determined efficient relationships with all clients.
 - Analyzed all project requirements and client customer requirements.
 - Designed project budgets and coordinated with production specialists.
 - Maintained technical knowledge on client accounts.
 - Participated in various trade shows to develop efficient network.
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Education:

Bachelor's Degree in Business
Charter College, Anchorage, AK

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