
Client Relations Officer Resume

Job Objective

Seeking a Client Relations Officer position where my skills and experience can assist in growth of the organization.

Highlights of Qualifications:

- Solid knowledge of client management in an investment setting
 - Extensive knowledge of pension markets and investment management
 - Strong mathematical, analytical and problem solving skills.
 - Proficient with Microsoft Office Suite
 - Exceptional ability to work independently within an organization.
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Professional Experience:

Client Relations Officer

Fulbright & Jaworski, New Brunswick, NJ

August 2005 – Present Worked closely with head of client relations to execute service model and team procedures.

Accomplished cross sale goals for clients.

Ensured to resolve client inquiries and requests timely.

Developed important investment themes and messages to educate on company's investment products.

Organized meetings and individual interactions with clients to ensure customer satisfaction and deepen relationship.

Maintained client database and updated call or meeting notes. Client Relations Officer

Janus Capital Group, New Brunswick, NJ

May 2000 – July 2005 Developed and deepened client relationships at counterparty firms.

Prepared and submitted reports to the Director of Capital Markets regarding company clients.

Represented the company at various training events and educational programs to leverage client relationship.

Analyzed growth areas to drive business through client relationship.

Maintained and managed client segment reports.

Prepared business plans and reports.

Education:

Bachelor's Degree in Marketing

Georgetown University, Washington, DC, DC

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