

ENTRY LEVEL ASSISTANT ACCOUNT EXECUTIVE RESUME

Objective:

Trained assistant account executive seeking for entry level position in a well known company.

Skills:

- Proficient in providing the customer services and able to work under pressure.
 - Ability to organize the task and time.
 - Excellent verbal and written communication and interpersonal skills.
 - Innovative ideas and great sense of responsibility.
 - Extensive MS Word, Excel and PowerPoint skills.
 - Broad knowledge of marketing and sales support skills.
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Computer Skills:

- Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express
 - Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, Linux, Unix, MS DOS
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Education:

University of Illinois, Urbana-Champaign, March 2009
Master of Business Administration Degree

University of Illinois, Urbana-Champaign, March 2006
Bachelor in Arts Degree

Professional Experience:

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