

# **ENTRY LEVEL ASSISTANT ACCOUNT EXECUTIVE RESUME**

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## **Objective:**

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

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## **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

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## **Professional Experience:**

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