**Don’t know where to begin? Click the link to** [**have your resume written today by a certified resume writer**](https://resumewriterdirect.com/?utm_source=MSWord_Rez_Samples&utm_medium=RWD_Top_Link&utm_campaign=MSWord_Download_Push)**.**

**Account Executive Resume**

123 Your Address, City, State, Zip Code | (000)-000-0000 | your@email.com

Reliable Account Executive with 3 years of experience in client acquisition and management. Dedicated to meeting clients’ business needs in order to establish long-lasting business partnerships and retain existing customers. Possess a B.S. in Business Administration and NASP certified.

## Professional Experience

## SVC Health, Boston, MA

## Account Executive – Sales, Jan 2017 – Present

**Skills** – Prescription Benefit Management (PBM), analytical expertise, decision-making, leadership

* Responsible for overall client satisfaction, collaborating with four internal teams such as account management, underwriting, clinical, and operations
* Utilize presentation skills to deliver quarterly and annual reports to clients on their drug trends and financial performance
* Execute client renewals by fostering relationships with more than 500 major client stakeholders and asking effective probing questions to identify client demands

## TelePlaneta Television Network, Boston, MA

## Account Executive – Sales, Jan 2016 – Dec 2016

**Skills** – content marketing, community engagement, social media

* Created customized solutions for more than 300 local clients, ultimately monetizing TelePlaneta Boston properties
* Negotiated and serviced agency business, designed and analyzed television metrics
* Ascertained and marketed to previously untapped, emerging, and traditional brands/business; increased revenue by an additional $1.5 million through negotiating and selling TV and mobile platforms
* Developed 20% growth revenue by focusing on converting targets from competitors in print, radio, and digital media

## Soul Media, Sacramento, CA

## Account Executive – Sales, Jan 2015 – Dec 2015

**Skills** – social networking platforms, consultative selling principles and practices, client service relationship-building, negotiation, persuasive communication, market dynamics

* Identified and solicited 30 new businesses; built and maintained a full register of sales prospects
* Serviced client and agency needs and developed persuasive proposals, exceeding sales target by 40%

## Education

## University of California Berkeley, Berkeley, CA

* Bachelor of Science in Business Administration, GPA: 3.6

## Additional Skills

* Mastery in CRM platforms, including Salesforce and Microsoft Dynamics
* Skilled in using advertising programs like Wide Orbit and research software such as Kantar
* Fluent in Spanish

Hello, Job Seeker!

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will help you land more interviews, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=MSWord_Rez_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and by the way, you’re also going to need a cover letter.

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_Rez_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Samples&utm_campaign=MSWord_Download_Push)