**Bruce Reynolds**
5 Reservoir Avenue, Johnson, RI 77282
(900) 999-9119, Email
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**OBJECTIVE**
Looking for a position as an Account Manager at Kinecta utilizing my analytic skills and customer services acumen to contribute to the long-term mission of the company.

**KEY QUALIFICATIONS**

• Proficient in providing quality sales and services through a multitude of channels
• Highly skilled in assisting with the maintenance of current accounts
• Hands on experience in soliciting business from current and new accounts
• Working knowledge of facilitating sales campaigns and log tracking
• Demonstrated proficiency with Microsoft Excel
• Strong knowledge of relevant software applications including index-provider databases, query tools and Bloomberg

**MAJOR ACHIEVEMENTS**
• Upped sales by 22% in a single fiscal year by providing proactive support to the marketing and sales campaigns
• Implemented a client feedback system that takes input from clients to determine specific needs of individual clients

**PROFESSIONAL EXPERIENCE**

**July 2011 – Present
Ripped Fuel – Johnson, RI
Account Manager**
• Discover clients’ business needs and work for appropriate solutions
• Prepare strategies to enhance client relationships
• Conduct reviews of existing accounts on a regular basis
• Target potential leads and solicit business
• Recommend changes in operations documentation and strategies
• Build and maintain shared understanding of strategies
• Create and maintain new business pipelines
• Prepare relevant documentation
• Maintain existing clients

**May 2006 – Jul 2011
Levi Strauss – San Francisco, CA
Account Associate**
• Gathered, analyzed, and discussed market trends and data with co-workers and clients
• Analyzed portfolio characteristics in the perspective of broader investment themes
• Evaluated risk reports
• Performed attribution research
• Conducted scenario analysis
• Drafted internal presentations
• Prepared client-servicing materials

**EDUCATION**
Johnson University, San Francisco, CA
Bachelors in Business Administration
GPA: 3.5

**ADDITIONAL SKILLS AND STRENGTHS**
• Highly driven and self-motivated
• Excellent verbal and written communication skills
• Strong analytic thinking skills
• Proficient in problem resolution
• Excellent customer service skills
• Proficiency with MS Office