**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