

Bruce Reynolds

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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