

[Your Name]

[Street Address], [City, ST ZIP Code]

[phone]

[e-mail]

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**Profile**                      **Solid background in financial analysis and marketing, with strong emphasis in telecommunications account management. Consistently exceed sales goals and customer service expectations. Experienced in handling international accounts and in presenting results of consortium operations. Skilled in developing and implementing standardized policies and procedures.**

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**Education**                      M.B.A. Marketing, [College name]                      *May 1995*  
B.S. Accounting, [College name]                      *May 1984*

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**Career History**                      **The Phone Company**, Large Business Marketing, *Atlanta, GA*                      *Sept 1993-current*  
**Corporate Account Manager**

- Exceed sales goals each year, including 150% of goal for 1995
- Manage five-member account team to serve large business customers
- Consistently earn highest rating in customer service quality surveys
- Coordinated and responded to complex customer telecommunications requests, resulting in increased sales and customer satisfaction
- Sold and worked with a variety of The Phone Company products and network and integration services, including SMDS, ISDN, video conferencing, routers, CPEs and multiplexers
- Closed the largest network integration sale ever, scored a competitive win-back from a major competitor, and sold an ISDN data network to a major customer with 150 sites

**The Phone Company**, *Atlanta, GA*                      *March 1989-Sept. 1993*  
**Financial Manager**

- Handled financial analysis and reporting of corporate finances, including activities in the Caribbean
- Managed finances for domestic and international projects
- Developed and implemented policies and procedures over financial transactions, resulting in standardized reports
- Coordinated relationships with other finance departments at The Phone Company, which helped standardize procedures across all operating groups

**Woodgrove Bank**, *Atlanta, GA*                      *May 1984-March 1989*

***Senior Accountant***

- Managed audit team that performed commercial financial statement audits
- Planned, budgeted, and supervised engagements in excess of 800 hours
- Developed and implemented client service program, which expanded small-to-medium client base 35%
- Served government contractors and other commercial customers