

# Maxine Curry

## Account Executive

### AREAS OF EXPERTISE

*Consultative Selling techniques*

*Advertising terminology*

*Client relationships*

*Budget management*

*Forecasting*

*Financial administration*

### PROFESSIONAL

*First Aider*

*Fluent in French*

### PERSONAL SKILLS

*Articulate*

*Hardworking*

*Determined*

*Sociable*

### CONTACT

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*Driving license: Yes  
Nationality: British*

### PERSONAL SUMMARY

A capable, experienced Account Executive who is guaranteed to make every company she works for more productive, efficient, and customer-centric. Maxine is like a sponge, she can't wait to learn from every person she meets and every person she works with. She is inventive, optimistic and passionate by nature and has a hands on approach towards getting things done. In present role been acknowledged for contributing to the achievement of the regional sales revenue target. Right now she is looking to take her next career step to becoming an Account Manager and would like a role where there will be many opportunities to develop further her professional career further.

### WORK EXPERIENCE

#### ***Johnson Sales– Birmingham***

ACCOUNT EXECUTIVE      Employment dates (i.e. May 2009 – Present)  
Responsible for proactively generating new sales for the company in addition to managing established clients working closely with Account Directors.

#### ***Duties:***

- Developing in-depth knowledge of a client's industry and business needs.
- Attending hospitality events to deepen relationships and increase account knowledge.
- Talking to clients about their expectations and deliverables.
- Identifying new opportunities for business development with existing and potential clients.
- Acting as the key point for company contact for clients.
- Escalating, tracking and solving client issues.
- Preparing and delivering proposals, pitches and presentations to clients.
- Working with customers from a range of major industry sectors.
- Maintaining the customer relationship after a sale is completed.
- Making sure that client's receive exactly what they have paid for.
- Weekly reporting on client's performance and presenting results in monthly meetings alongside the account manager.

#### ***Company name - Location***

JOB TITLE      Employment dates (i.e. May 2009 – Present)

### KEY SKILLS AND COMPETENCIES

- Leveraging cross-functional client and company resources to successfully identify and drive sales campaigns.
- Generating and putting forward new ideas to clients.
- Ability to share knowledge with colleagues and serve as a mentor to junior staff.

### ACADEMIC QUALIFICATIONS

***Nuneaton University***      ***2005 - 2008***  
BSc (Hons)      Business Administration

***Coventry Central College***      ***2003 - 2005***  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

**REFERENCES** – Available on request.



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