

SENIOR ACCOUNT MANAGER

Professional Summary

Skills

- Administrative
- Administrative support
- Budget
- Business operations
- Clients
- Customer service
- Senior management
- Fashion
- Inventory
- Logistics
- Managing
- Marketing
- Meetings
- Office
- Negotiating
- PR
- Pricing
- Reporting
- Sales
- Supervision
- Unique

Work History

SENIOR ACCOUNT MANAGER , 03/2015 to 11/2020

City , State

- Dynamic professional with experience enhancing executive productivity and improving business operations.
- Results-driven and operates well with minimal supervision to meet demanding objectives.
- Seeking to apply unique abilities as an Executive Assistant or related position at Drunk Elephant where professional experience will be effectively utilized with the opportunity for advancement.
- Managed daily business operations for the QVC account including allocations, inventory, purchase orders, sales reporting, analysis, QVC digital business, and on-air show production.

PUBLIC RELATIONS COORDINATOR , 09/2012 to 03/2015

Company Name " City , State

- Identified and implemented the company's PR, marketing and special event activities at store-level by collaborating with management and vendors to maximize event strategies.
- Created detailed run-of-show for seamless flow of events and executed all logistics.
- Actively managed the PR budget and cut cost by negotiating pricing with vendors while maintaining relationships.

MARKETING ASSISTANT , 07/2006 to 08/2012

Company Name " City , State

- Planned and executed all store-level events including fashion productions, sales promotions, charity partnerships, and new customer acquisition.
- Liaised between all impacted departments and vendors to ensure proper communications and reporting practices for a successful event outcome.

EXECUTIVE ASSISTANT

- Provided highly diverse administrative support to the CEO and executive team by managing travel, itineraries, expenses, meetings and special projects.
- Managed office buildings by overseeing two receptionists, liaising with the facilities lead and IT team to maintain all areas and facilitated an office expansion project.
- Planned and executed all office-wide meetings and events., Provided hands-on executive support to senior management by managing day-to-day administrative responsibilities and handling escalated customer service issues.
- Facilitated a customer outreach program initiated to capture clients from store closures by creating a distinctive and memorable service experience, which resulted in 60+ new clients and over \$85k in sales.

SPECIAL EVENTS COORDINATOR

- Collaborated to plan and execute all branded events including field sales education and retailer events.
- Conducted post-event analyses to identify key learnings, establish best practices, and determine ROI.

Education

Bachelor of Arts : Business Administration , 05/2011

California State University - City

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Skills

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