







RAHEEM RICHARDSON

Assistant account executive focused on managing client relationships, coordinating projects, and supporting sales efforts. Demonstrated success in increasing revenue and client retention at Procter & Gamble and Unilever, with professional certifications including CPA, CMA, and CFA.

CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn
-  Nashville, TN 12345

KEY SKILLS

- Client relationship management
- Financial analysis and reporting
- Project management

EDUCATION

Master of Business Administration (MBA) in Finance, HARVARD UNIVERSITY, Cambridge, MA

Bachelor of Business Administration (BBA) in Marketing, UNIVERSITY OF CALIFORNIA, Berkeley, CA

Bachelor of Science (BS) in Business Administration, UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNT EXECUTIVE | PROCTER & GAMBLE, CINCINNATI, OH

JANUARY 2019 TO PRESENT

- Managed and developed a portfolio of key accounts, growing annual revenue by 20%
- Led cross-functional teams to deliver projects on time and within budget, improving overall project efficiency by 15%
- Spearheaded sales strategies that helped increase client acquisition by 25%

ASSISTANT ACCOUNT EXECUTIVE | UNILEVER, ENGLEWOOD CLIFFS, NJ

JUNE 2017 TO DECEMBER 2018

- Strengthened relationships with key clients, increasing account retention by 10%
- Coordinated timely, cost-effective completion of multiple marketing projects
- Helped conduct market research and prepare sales presentations, contributing to a 15% sales increase

PROFESSIONAL DEVELOPMENT

- Certified Financial Analyst (CFA), CFA Institute
- Certified Management Accountant (CMA), Institute of Management Accountants
- Certified Public Accountant (CPA), American Institute of CPAs