

# Thomas Rodriguez

## Junior Account Manager

A motivated and effective junior account manager with a track record of nurturing client relationships and driving financial success. Engaging communicator with a proven history in managing customer relationships, analyzing sales data, and facilitating sales forecasting. Knowledge of CRM systems and solid financial planning abilities. Eager to apply academic background and practical experience to enhance business performance and client satisfaction.

### Contact

-  (123) 456-7890
-  email@example.com
-  LinkedIn | Portfolio
-  Austin, TX

### Key Skills

- Communication skills
- CRM systems
- Financial management
- Sales forecasting
- Sales planning

### Education

- Bachelor of Business Administration
- University of Texas at Austin,  
Austin, TX
- May 2020

### Professional Experience

JUNIOR ACCOUNT MANAGER | VRBO, AUSTIN, TX  
JANUARY 2021 – PRESENT

- Nurture relationships with a portfolio of clients, boosting client satisfaction by 35%
- Analyze sales reports and monitor revenue trends, leading to a 20% efficiency gain
- Contribute to sales forecasting, helping open 15 new accounts in Q1 2021

MARKETING ASSOCIATE | 3M, AUSTIN, TX  
MAY 2020 – DECEMBER 2020

- Managed customer relationships via CRM, improving communication efficiency by 30%
- Coordinated campaigns that increased conversion rates by 12%
- Exceeded sales targets by 8% through hands-on support

### Certifications

- Certified Business Relationship Manager (CBRM) | BRM Institute | value