Harriet Farnsworth
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Professional Summary

Highly focused and detail-oriented Account Manager with an exceptional record of client service and revenue generation. Able to manage multiple simultaneous projects with high efficiency and accuracy. Adept at working independently or managing a professional accounting team.

Core Qualifications

- Extensive account management experience
- Excellent record in maximizing business value through comparable service solution sales
- Strong record in sound account strategy implementation
- Superior ability to cultivate strong and durable client relationships
- Exceptional negotiation and leadership abilities
- High proficiency with MS Office and account management software
- Outstanding written and oral communication skills

Experience

Account Manager
6/1/2010 - Present

Gamma Group Inc.
Maple Grove, MN

- Performed daily client account tasks.
- Managed and reviewed revenue forecasts on a weekly or daily basis as required.
- Oversaw analysis and resolution of billing discrepancies.
- Conducted performance audits on a regular basis and as needed.
- Oversaw maintenance and updating of client communication logs.

Account Manager
6/1/2006 - 5/1/2010

NHC Companies Inc. Inver
Grove Heights, MN

- Coordinated with clients to determine budgetary specifications.
- Provided assistance in report development to senior account management.
- Maintained and updated diary lists and finance agreements.
- Assisted in providing in-house client consultation as needed.
- Researched and responded to client queries as required.

Education

Bachelor's Degree - Business Administration
2006

University of Michigan
Ann Arbor, MI