**ENTRY LEVEL ACCOUNT MANAGER RESUME**

Marie Anthony

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**Profile**

I have comprehensive knowledge of the publishing industry. I am professional at communication with clients, have proficient presentation skills and I am a team player. Currently looking to utilize my knowledge and skills in a Publishing Agency as an account manager.

**Work experience**

**20XX - present, Public Relations Assistans, PPC - Paris Publishing Company ltd., Paris, France**

* My responsibilities included securing media coverage for clients, developing briefing documents and preparing quarterly measurement projects.
* I further reviewed the company's Client Relationship Management (CRM).

**20XX – 20XX, Strategy, Marketing and Communications officer, Larousse, Paris, France**

* Responsible for brand development, internal communications, content, CRM, and customer services.
* I was part of a team developing and implementing a new operating model for External Relations.

**Education**

* 20XX – 20XX, Literature, University of Vienna, Vienna, Austria

Undergraduate program with focus on comparative literature.

* 20XX – 20XX, Book editing, Sorbone University, Paris, France

Master's degree program focused on editing, public relations, marketing and ethics. Completed with a dissertation discussing marketing strategies for classical French literature in the 21st century.

**Skills**

* French
* German
* Creative Writing
* Verbal and Written Communication
* Teamwork
* Delivering Client-focused Solutions
* Word, Excel, PowerPoint