Thomas K. Baldwin

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#### **Career Objective:**

To work in a fast paced environment where I can push myself to attain perfection in every task and contribute in the development of the organization

#### **Key Skills**

* Ability to adapt myself according to the need of the hour and work till the moment perfection is achieved
* Knowledgeable with nationwide current trends and prospects
* Comfortable to work at any time of the year to fulfill job requirements
* Ability to work with a consistent level of enthusiasm in the long run
* Experienced working in a multicultural environment with proper coordination with the internal and external public

#### **Details of Work Experience**

National Account Executive

Anderson Inc.

September 2004 to present

Job Responsibilities:

* Work with the regional teams and identify future prospects in unexplored areas
* Manage all major accounts of the organization
* Control and implement quality standards for service delivery process
* Identify loopholes in the operations and develop alternate procedures to ensure smooth flow of information and tasks
* Coordinate with media agencies for the development of advertising campaigns
* Prepare and present monthly, weekly, and annual reports during board meetings

Regional Account Executive

Floyd Inc.

December 1998 - August 2004

Job Responsibilities:

* Managed multiple accounts across the state including some of the most prestigious brands in the IT industry
* Handled requests of all clients and delivered cost efficient solutions for campaigning across different verticals
* Acquired various new clients and helped in increasing the regional contribution in the annual turnover by 60%
* Helped in the development of training modules for entry and middle level account executives

Associate Account Executive

Job Responsibilities:

* Worked with the branch accounts manager to research and identify areas of improvement and expansion
* Handled three major clients under the guidance of accounts manager
* Prepared presentations for client and team meetings
* Performed all other tasks as assigned

#### **Educational Qualifications**

* Master's Degree in Business Management
Franklin Learning Academy
* Bachelor's Degree in Finance Management
Franklin Learning Academy

#### **References**

Will be provided on request