**Network Representative Resume Template**

**Steve Reichman**

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**Objective**

Trustworthy and dependable professional seeking to share talents and knowledge as a liaison officer for companies and their clients

**Summary of Qualification**

* Excellent customer relations approach sensitive to the needs of clients
* Excellent communication skills in English, both verbal and written
* Highly motivated to perform and work under pressure
* Knowledge in acting as a moderator for both the company and the client

**Career Experience/Job History**

**2007 – 2011: Network Representative; Stargazer Liaisons Officer**

* Liaisons officer for different companies employing us for consultation
* Reviews contracts and discuss different possibilities for revisions and recommendations
* Market analysis for the existing products and developments
* Finds and drafts client lists for companies
* Handles reports and email correspondence for possible investor for a company

**2005-2007: Assistant Network Representative, Stargazer Liaisons Officer**

* Assists head network representatives within the company
* Prepares reports and drafts for the use of supervisors
* Schedules meeting and briefings for the consulting company and company representatives
* Handles internship applicants for the company
* Headhunts possible clients for companies investing in the company
* Determines sales forecast for new products being offered to the public for investment
* Attend seminars and conferences for personality development and motivation programs

**Education**

1998-2002: Bachelor of Science in Management, Colorado State University

**Professional reference will be furnished upon request**