

Account executive  
650-465-2094  
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San Mateo, CA

OBJECTIVE: A responsible position allowing significant contribution applying my varied skills and broad business background in business development for recycling markets.

#### STRENGTHS AND SKILLS

Excellent consultative sales, prospecting, presentation and account maintenance skills.  
Excellent analytical ability in finance and software fields. Excellent account penetration.  
Administering entire sales cycle from cold call to closing to account relationship management.  
Team player. Maintaining overview of client's priorities.  
Adapt acting techniques for presentation skills.  
Creating infrastructure for tracking contacts and sales process.  
Creative problem solving, strategic thinking, negotiation skills.  
Software knowledge: MS Windows XP, MS Office 2003, Adobe Acrobat, Internet Explorer.

#### EXPERIENCE

[TBA] Recycling Account Executive 07/06 - Present  
Business Development. Outside and inside sales and coordination of electronic equipment recycling services to collectors, universities, hospitals, hotels, school districts and governments. Generated 200 new accounts in my first year. Developed email templates for marketing and internal use. Developed logistics system for hotels' TV liquidation. Wrote proposals for statewide university systems, local schools districts and county governments. Developed internal documents for accounting and sales tracking.

University Village, Albany, CA, Volunteer Recycling Organizer 01/80 - 03/81  
Organized and coordinated 60 student volunteers to establish a weekly drop-off site for household recyclables in a housing complex of 910 units. Designed a permanent facility which became permanent for 10 years saving University Village \$40,000 per year in refuse collection payments to Oakland Scavenger. Researched pricing markets for recyclables. Wrote grant proposals to fund equipment purchase and energy study of the Village laundry.

Corporate America Family Credit Union. Business Development Officer 04/02 - 05/03  
Regional market analysis. Lead development, prospecting, cold calling, public relations, networking and sales of services to corporate managers. Doubled new account stats from previous year. Created email marketing materials. Performed financial presentations to groups of up to 200 people to promote the Balance financial advisory services.

Mentor Training, Inc., Account Executive 03/99 - 11/01  
Business Development. Sales and coordination of computer training services to corporate clients. Added 15% to total revenue in first year, 25%+ in second year. Improved office infrastructure: enhanced sales contact database, developed promotional literature, customer profile questionnaire. Applied software procedures and processes to streamline internal work flow process. As a result of my account expansion, this company was on San Jose Business Journal's 100 Fastest Growing Private Companies list for two consecutive years.

Manpower, Inc./ Hi-Tex, Inc., (temp position) 12/99 - 02/99  
Assisted Sales Manager in developing sales order tracking system using ISO guidelines.

Smith Barney Securities, Inc., Corporate Stock Option Services Rep (contract) 03/98 - 6/98  
Responded to incoming calls from optionees. Wrote procedure for execution run of daily trade tickets and maintained multifaceted processing of those tickets. Trained on Smith Barney Access On-Line system for employee stock option functions. Familiar with Smith Barney Stock Option Master.

New Horizons Computer Learning Center, San Jose, Account Executive 04/97 - 10/97  
Sales of computer training classes and corporate-level sales of coupon agreements; negotiated, sold and coordinated corporate-wide on-site training sessions. Dramatically exceeded (125% to 250%) standard sales minimums increasing in first six months. Contributed to branch record sales figures for July and September 1997. Developed model proposal format for Sales Manager to distribute for use by all other Account Executives.

Olde Discount Stockbrokers, Branch Manager 09/87 - 10/90  
Sold investment securities to high-level corporate officers and managers. Increased branch equity five-fold in first two years. Maintained branch accounts according to S.E.C. rules.

Texas Instruments, Product Demonstration Manager 05/82 - 11/83  
Hired, trained and supervised 50 product support representatives covering northern California from Bakersfield, CA to Redding, CA, San Francisco to Reno, NV. Performed training seminars for sales and computer technology. Supervised tradeshow displays. Made direct contact to retailers promoting product.

#### EDUCATION AND TRAINING

University of California, Berkeley, B.A., Economics. Honor Student.