

# [Your Name]

[Email] | [Phone] | [LinkedIn] | [City, State]

## PROFESSIONAL SUMMARY

Results-driven Client Relations Specialist with [X]+ years of experience in managing client accounts, building relationships, and delivering service excellence in fast-paced environments. Adept at problem-solving, effective communication, and driving client satisfaction and retention.

## CORE COMPETENCIES

Client Relationship Management
Account Management
Problem Resolution
Interpersonal Communication
Contract Negotiation
CRM Tools
Team Collaboration
Client Onboarding

## PROFESSIONAL EXPERIENCE

Client Relations Manager @ [Company Name] [Month Year] – Present

- Act as the main point of contact for key client accounts, ensuring needs are met and issues are resolved promptly.
- Develop strong relationships to retain clients and increase service adoption.
- Coordinate with cross-functional teams to deliver seamless client experiences.

Client Relations Associate @ [Previous Company] [Month Year] – [Month Year]

- Supported senior managers in onboarding and servicing client accounts.
- Assisted in tracking client feedback and preparing reports for improvements.

## EDUCATION

[Degree] in [Major], [Institution Name], [Year]

## TECHNICAL TOOLS

Salesforce
HubSpot
Zendesk
MS Office Suite
Slack

## CERTIFICATIONS

- [Certification Title], [Issuing Organization], [Year]