Valentino J. Duferson

29, Beach Drive

New York City, New York 52310

640-258-9137

Valentino.jd@freemail.com

#### **Career Objective:**

To work as a national leader and handle accounts of the organization while expanding the scope of business to enhance revenues and goodwill of the organization

#### **Summary of Skills**

* Highly experienced in handling clients from diverse industries and interests
* Ability to lead and instruct the staff and motivate them to achieve the defined targets
* Proficient in a wide range of computer applications and operating systems
* Skilled in working with limited resources and manpower while delivering high quality results within the assigned time
* Ability to handle complex situations while motivating the staff to work with a poisitive attitude

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

Cluster Accounts Coordinator

Fabia Advertising

May 2005 to present

Job duties:

* Handle communication with current and prospective clients and meet them on a regular basis
* Instruct the creative team regarding client requirements
* Handle documentation and verify contracts and project details to ensure transperancy
* Coordinate with the logisitics department to ensure that project deliverable is dispatched on time
* Train and instruct new recruits and assign tasks depending on their proficiency

Assistant Accounts Coordinator

Marol Advertising

November 2002 - April 2005

Job duties:

* Prepared and delivered presentations for client and staff meetings
* Assisted in the business expansion planning and performed market research
* Handled media buying and scheduling
* Developed client database for telecalling executives
* Performed all other activities assigned during my tenure

Accounts Planner

Margin Creatives

January 1997 - October 2002

Job duties:

* Handled client queries, request and complains
* Acquired new clients and maintained relationship with existing clients
* Participated in mutiple campaigns with clients to measure their effectivness
* Handled media buying
* Assisted the creative team and other staff

#### **Educational Qualifications and Certifications**

* Master's Degree in Business Administration  
  Pinewood School of Research and Management
* Bachelor's Degree in Commerce  
  Central Institute of Commerce

#### **References**

1. Christina F. Pemberton  
   Vice President  
   Fabia Advertising  
   810-465-3729  
   Christina.fp@freemail.com
2. Jesse K. Lamberth  
   Regional Accounts Coordinator  
   Marol Advertising  
   633-210-5847  
   Jesse.kl@freemail.com