

# ERIK DONAHUE

Public Relations  
Account Executive

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☎ (123) 456-7890

📍 Los Angeles, CA

🌐 [LinkedIn](#)

## EDUCATION

Bachelor of Arts  
Journalism

Biola University

📅 2013 - 2017

📍 La Mirada, California

### Awards

- Dean's List, Fall 2016

## CERTIFICATIONS

- Accreditation in Public Relations (APR)
- Certified Professional Sales Person (CPSP)
- HubSpot Email Marketing Certification

## WORK EXPERIENCE

### Entry-Level Account Executive

#### Just Us 3

📅 September 2017 - September 2018

📍 Upland, CA

- Leveraged 6 types of social media, including LinkedIn, to connect with potential clients
- Surpassed revenue targets by an average of 6% each quarter
- Held 18+ weekly discovery calls with potential customers, landing 18% of inquirers
- Headed product demo team, providing demos for 50+ clients per week and **receiving 95% positive customer feedback**
- Collaborated with colleagues across 3 departments to form and promote brand awareness campaigns

### Account Executive Intern

#### MagTek

📅 May 2017 - September 2017

📍 Seal Beach, CA

- Operated as team lead for 7 interns, presenting group ideas and prospects to supervisors
- Awarded Top Summer Intern in 2017 for networking, negotiation, customer relations, and team leadership skills
- **Surpassed targets for client account sizes by 11%**
- Negotiated at 6+ weekly sales meetings with department heads
- Demonstrated dedication, answering 100% of work emails within 8 hours

## PROJECTS

### Young Professionals Business Development

#### Peer Mentor

📅 2016 - current

- Provided support for BU undergraduates and recent graduates seeking professional development opportunities
- Connected undergraduates with 16 major business owners in the area, **helping more than 20 students gain internships**
- Collaborated with 4 mentors to host career fairs and mock interviews for job seekers

## SKILLS

- Written and Oral Client Communication
- Interpersonal Skills and Collaboration
- Team Leader
- Multi-Media Campaigns and Operations
- Creative Problem-solving
- Solutions-oriented
- Computational Skills