

Laura R. Durkin

PROFESSIONAL SUMMARY

Account Executive accomplished in managing customer service for numerous top accounts while simultaneously exceeding sales goals on new and existing business.

SKILLS

- Powerful Negotiator
- Customer Relations
- Budgeting
- Business Development
- Project Scheduling
- Design Expertisé

EXPERIENCE

Workspace, L.L.C., Oakbrook Terrace, IL - Account Executive

August 1996-October 2001

Sales and Marketing at a startup contract office furniture dealership. Developed new client base through marketing efforts. Extensive experience in project management including order expediting, shipping schedules and installation phasing. Active in all aspects of project phasing from planning, architectural and design, construction phasing through punch list. Consistently developed new clients while maintaining relationships with existing,

Office Concepts, Inc. - Account Manager

April 1994-August 1996

Responsible for maintaining relationships with existing national account clients and initiating relationships with new clients. Emphasis in design and service oriented sales. Acquired experience in project process from specification through installation as Administrative Assistant in conjunction with Account Manager.

Office Equipment Company of Chicago- Account Coordinator

March 1992-April 1994

Managed all phases of major project business for corporate accounts specified by leading Chicago design firms. Formulated price quotations, verified accuracy of furniture specifications, placed and tracked orders, coordinated installation with subcontractors, clients, and designers.

EDUCATION

Florida State University, Tallahassee, FL - BA Interior Design

Graduated 1990