

# Amber Meyer

11614 Buster Crabbe Drive  
Austin Texas 78748

Amber.meyer92@gmail.com  
512-876-1091

## Professional Summary

Versatile and dependable professional with experience supporting clients, managing operations, and coordinating work across fast-paced environments. Brings strong communication, organization, and problem-solving skills, along with a creative and analytical mindset shaped by an advertising background. Known for adaptability, sound judgment, and the ability to quickly learn systems and contribute meaningfully to a team.

## Professional Experience

February 2024 – Present

### Licensed Realtor

- Manage multiple client relationships simultaneously, ensuring timely and effective communication.
- Schedule and coordinate property showings, providing detailed insights into the real estate market.
- Demonstrate strong market knowledge to guide clients through buying and selling processes.
- Attend property inspections and negotiate on behalf of clients to secure favorable terms.
- Maintain organized records of client interactions and transactions for follow-up and future reference.

October 2020 - March 2023

### National Account Specialist II & III – Abbvie

- Applied strong organizational and communication skills to manage National Aesthetic Accounts for Abbvie.
- Collaborated with Sales Directors and accounts, serving as their direct point of contact.
- Supported multiple product lines, including Botox Cosmetic, Botox Therapeutic, and others.
- Oversaw order and sample procurement, ensuring timely and accurate delivery.
- Generated detailed reports using Salesforce and SAP for data-driven decision-making.
- Resolved issues related to tracking, shipping, billing, and web services.
- Provided training to new team members, contributing to their successful onboarding.

September 2019 - October 2020

### Customer Sales Representative – Abbvie

- Demonstrated excellent customer service skills by effectively handling inbound and outbound call inquiries (80-120 calls per day).
- Conducted transactions via phone, fax, and email, ensuring accuracy and customer satisfaction.
- Resolved account issues promptly and professionally.
- Played an active role in the Employee Engagement Committee, contributing to a positive work environment.

February 2018 - September 2019

### Carrier Sales I & II – Intelligent Logistics

- Thrived in a fast-paced, cross-functional environment, effectively utilizing Salesforce and Revenova.
- Negotiated rates with transportation companies, optimizing cost-efficiency.
- Managed client-related quality and service issues, ensuring client satisfaction.
- Acted as a liaison between logistics carriers and customers.
- Monitored shipments closely to guarantee on-time delivery, minimizing disruptions.

## Education

May 2023 – July 2023

### Champions School of Real Estate

- Successfully passed the Texas State and National Real Estate exams

August 2013 - December 2016

### Bachelor's Degree in Advertising

- Texas Tech University at Lubbock, Texas
- Member of Texas Tech Marketing Association
- Dean's List 2013-2016

## Key Skills

- Real Estate market knowledge
- Client relationship management
- Negotiation and contract management
- Scheduling and time management
- Organization and workflow management
- Salesforce, SAP and CRM proficiency
- Microsoft 365 (Teams, Excel, Word, PowerPoint, OneNote)