

# Quentin Manning

## Business Development Assistant

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(123) 456-7890

Miami, FL

[LinkedIn](#)

[Github](#)

*Dynamic professional with a strong background in hospitality seeking a business development assistant position at Royal Caribbean Group. Experienced in consumer engagement, and eager to combine analytical and interpersonal skills to achieve exceptional customer service results.*

## WORK EXPERIENCE

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### Coastal Ventures - Business Development Intern

2022 - current

Miami, FL

- Streamlined the Salesforce database, resulting in a 21% improvement in accuracy.
- Tracked website traffic in Google Analytics to gain insights that led to 13% higher conversion rates.
- Supported email marketing campaigns in Mailchimp, achieving a **24% increase in email open rates**.
- Coordinated project management tasks in Asana to enhance team collaboration by 37%.
- Identified key decision-makers over LinkedIn Sales Navigator to generate 19% more potential partnership opportunities.
- Created impactful Microsoft PowerPoint presentations to effectively communicate business proposals, increasing stakeholder engagement by 18%.
- Utilized Outreach to increase lead-to-opportunity conversion rates by 22%.

### Miami Coffee Co. - Barista

2020 - 2022

Miami, FL

- Served high-quality coffee beverages to customers, maintaining a 94% satisfaction rating.
- Analyzed coffee sales to optimize menu offerings and **boost overall sales revenue by 26%**.
- Maintained inventory to reduce supply waste by 17% and meet shifting customer demands.
- Engaged with customers to provide personalized recommendations that increased upsells by 24%.
- Assisted in managing the company's social media using Hootsuite, leading to 43% growth in followers.

## EDUCATION

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### University of Miami - Bachelor of Business Administration, Marketing

2019 - 2023

Miami, FL

## SKILLS

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Salesforce; Google Analytics; Mailchimp; Asana; Outreach; Hootsuite; LinkedIn Sales Navigator; Microsoft PowerPoint