

Objective

Administrative professional well versed in the psychological aspects of sales and business development, marketing, administrative operations and interacting with people. an asset to any organization represent due to enthusiasm and experience in developing better business relationships with both clientele and partners as well as developing and maintaining internal operations that move the business toward becoming more efficient and effective for future growth and success.

Skills

Operations, Written Communication.

Work Experience

Manager Of Business Development I

American Express - 2015 – 2020

- Over planed for the past 5 fiscal years Part of mentor/mentee program where I mentored 2 new sales representatives who were over plan in first year.
- Consistently recognized for outstanding sales.
- Identified and developed key marketing programs to drive revenue gains within key vertical industries.
- Finished Fiscal Year 156% of plan against a goal of \$29 Million.
- Finished Fiscal Year #2 on my team.
- Finished Fiscal Year #18 in the region (98 Sales Reps) o Finished Fiscal Year 135% of plan against a goal of \$25 Million.
- Finished Fiscal Year 105% of plan against a goal of \$22 Million.

Manager Of Business Development

Delta Corporation - 2012 – 2015

- Manager of Business Development responsible for sales and marketing of background verification services and applicant tracking software via .
- Other responsibilities include placing job postings on-line, screening/interviewing applicants, and periodic website and LinkedIn updates.
- Responsible for full sales life cycle activities including prospecting, lead generation, project identifying, needs assessment, proposal writing, .
- Aforementioned activities were conducted across many verticals including government (local, state and federal) and utilities (electric and gas .
- to design and execute campaigns for myself and others Designed, promoted, hosted and presented webinars attended by over 400 people at a time Gave in .
- Managed initiatives to increase brand awareness, customer retention and sales for Chicago operations.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelors of Science in Marketing - (Southern University A&M)