

# Business Development Coordinator

## ROBERT SMITH

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### Objective

Administrative Assistant position with a company that will allow me to fully utilize my full potential and knowledge that I have acquired to use for this position I am applying for. I will use my fast learning pace to get my job done in a timely manner,.

### Skills

Experience Working With RFP Process, InDesign And Illustrator, Microsoft Word And Excel, Outlook.

### Work Experience

#### Business Development Coordinator

**ABC Corporation** - December 2009 – January 2016

- Provided a high level of administrative support to the Sales & Marketing Team.
- Performs administrative functions efficiently to assist in managing, organizing projects and tasks, many of which are very confidential in nature.
- Responsible for project management of persuasive business proposals for all business segments, which includes working with all New Business Development Directors to coordinate content, scope, copies, shipment and delivery.
- Strong organization skills are needed as proposals are prepared to solicit new business, and materials prepared are integral to supporting the company's knowledge of the business and management.
- Assists in designing creative business segment projects using several graphic design programs including cover ideas for prospective business proposals, proposal supporting materials, presentations, brochures and mailers.
- Established administrative processes to assist in managing and organizing projects and tasks.
- Performs a range of staff and/or sales and marketing support activities.

#### Business Development Coordinator

**ABC Corporation** - 2006 – 2009

- Work alongside the Director of Business Development on key projects relating to development of new markets and products.
- Facilitate and process the flow of licensing between licensed candidates and regulatory organizations and insurance carriers.
- Provide management with updates on performance status and progress in implementing tactics towards achieving development goals.
- Office management and support including maintaining and administering directors schedule and personal client accounts.
- Travel and expense management including booking travel and filing expense reports.
- Create agent sales and marketing materials using Excel, Word, PowerPoint and Publisher.
- Respond to requests for information and prepare sales proposals and quotes..

## Education

Design - (Minneapolis Community and Technical College - Minneapolis, MN)