

Robert Smith

Business Development Associate/Analyst

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SUMMARY

Proven ability to produce top results within the Federal government sector Develop highly effective account campaigns that generate new sales activity Comprehensive understanding of the Federal procurement process.

SKILLS

Android, HTML, Java.

WORK EXPERIENCE

Business Development Associate/Analyst

ABC Corporation - 1996 - 2015

- Provided administrative and customer service support to Director of Business Development and four managers.
- Acted as the groups intake specialist which involved analyzing and resolving questions/problems/needs of business owners, potential business-owners, and developers.
- Researched and provided information on available commercial and industrial properties in the city of Detroit for businesses seeking to locate in the city.
- Provided financial and incentive program information to business-owners.
- Functioned as liaison between city of Detroit and businesses to address business owner/city issues.
- Produced bi-monthly company-wide status report for DEGCs Executive Committee and Board of Directors.
- Staffed DEGC exhibit booth at trade shows to promote DEGC programs.

Business Development Associate

ABC Corporation - 1993 - 1996

- Chicago, IL (March, 2006 - April, 2009) A leading supplier of services including accounts receivable management, credit insurance, business information services and commercial collections.
- Business Development Associate Worked continually with Commercial Loan Officers, CEOs and CFOs.
- Establish new business quarterly and grow existing business.
- Utilized strong telephone prospecting skills by means of cold calling to establish new accounts.
- Prepared quotations for new and existing customers.
- Recognized as top Sales Associate for the third quarter of 2008 Finished 3rd in the Midwest in 2008 out of 20 sales agents.
- Met or surpassed all established quotas which increase by 20% each year.

EDUCATION

Business Retention and Expansion Course - (Western Michigan University)