

Robert Smith

Jr. Business Development Assistant

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Seeking a position with a company which will require to utilize skills, abilities and experience to ensure the company's success.

SKILLS

Technical Skills, Management.

WORK EXPERIENCE

Jr. Business Development Assistant

ABC Corporation - December 2011 – September 2012

- Sell Gift Cards using a web-based gift card program, reconcile daily receipts.
- Stock machine, order new merchandise, reconcile daily receipts, Payouts on winning tickets.
- Provide information to guests & retailers.
- Answer questions regarding the mall and the Flagstaff area.
- Assist security as needed with lost children, thefts and various issues.
- Answer phones for Guest Services and Management Office handling any incoming issues with accuracy and efficiency.
- Prepare sales letters and mailings to increase Gift Card sales.

Business Development Assistant

ABC Corporation - 2010 – 2011

- Created and managed a monitoring and tracking system for agency appointment documentation compliance.
- Tracked, updated and maintained agency email contact lists for Marketing Department.
- Created a system for and managed Loss Run requests from Employers and Agents.
- Researched products and pricing for various company promotional items for distribution to insurance agents.
- Responsible for data entry into the companys Workers Compensation Management System.
- Responsible for data entry into the companys Paperless Document Management System..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Diploma in English - 2005(Mesa High School - Mesa, AZ)