

# ROBERT SMITH

## Business Development Representative I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Over 3 years of experience as a Business Development Representative. Seeking to secure a challenging profession, utilizing my hospitality and people skills in an organization offering growth and opportunity.

### CORE COMPETENCIES

Computer Proficiency Aloha System, MS Windows, MS Office 200x, and Outlook, Cornerstone, Salesforce, Excel, Quickbooks, Customer Relationship Management, and Customer Service.

### PROFESSIONAL EXPERIENCE

#### Business Development Representative I

ABC Corporation - August 2015 – February 2016

##### Key Deliverables:

- Performed outgoing and incoming calls to clients for continuing or new business.
- Gathered information from the client in order to obtain a quote for pricing and then sent for client review.
- Worked with operations to gather what equipment would be needed to perform the work needed in order to get pricing.
- Established work orders once the purchase order was received from the client for scheduling.
- Performed outgoing calls to clients after jobs completed in regards to further services needed to be recommended after inspections.
- Traveled to various trade shows to exhibit our business to establish a new business.
- Accomplishments established a new client base and new business opportunities, built professional representative client relationships, while at trade shows exhibited professionalism in explaining services to vendors and business opportunities while providing them business cards and directory of services for our contact information while receiving their contact information.

#### Sales Representative

ABC Corporation - August 2013 – July 2015

##### Key Deliverables:

- Meet potential customers at their home to discuss their security needs and options.
- Once customer agreed on option, wrote up a contract, called information into the booking department to establish an installation date that fit customers schedule.
- Explained installation process to customer and contact as well as what to expect on the installation date.
- Assisted customers with any issues upon install, billing, to ensure continuing business by building from the start of appointment relationship with the customer.
- Used salesforce to obtain leads and to track future and exciting customers.

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- Maintained highly satisfied customers and installers, as well sales team with my job performance.
- Accomplishments job performance as well sales ratio and great customer service skills used salesforce, customer service, professionalism in cold calls, building professional representative customer relationships.

### EDUCATION

- Diploma- (Hill College - Cleburne, TX)General Studies - (Angelina College - Lufkin, TX)Electronics Technology - 1984(Community College Of The Air Force)