

ROBERT SMITH

Business Development Coordinator Head

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

SUMMARY

A driven professional, with a proven track record of effective business communication and support in both professional and community based endeavors. Seeking a role which allows for utilization of my skills and experience, and will allow me to further develop these in taking on exciting new challenges.

CORE COMPETENCIES

Bilingual, Computer, Inventory, bilingual.

PROFESSIONAL EXPERIENCE

Business Development Coordinator Head

Matheny Motor Truck Company - August 2013 – 2019

Key Deliverables:

- Manage CRM Database for commercial and towing sales leads, qualifying leads, adding new customers and updating existing ones.
- Disperse leads to team members divided equally and by territory when a potential customer makes contact by phone, email, or internet submissions.
- Follow up with customers who need documentation via email/fax when a salesman is travelling and unable to respond effectively.
- Manage the backend of company website and ensure inventory is accurate and updated routinely.
- Submit documents such as warranty registrations to Miller Industries to ensure the customer receives them in a timely manner.
- Attend trade shows to effectively communicate with potential customers in person and engage them in conversation.
- Utilizing people skills to build lasting relationships between Matheny Motors and the customer.

Business Development Coordinator

ABC Corporation - 2012 – 2013

Key Deliverables:

- Led business development efforts and sales activities including the review of multi-million RFP and contract bid opportunities.
- Facilitated client meetings and developed effective business plans.
- Led key opportunity planning, conducted market research and analysis.
- Attended conferences and tradeshow to seek potential sales opportunities as well as coordinated strategies and participation.
- Designed persuasive presentations, advertising, and marketing materials.
- Managed proposal process including bid analysis, presentation graphics, and interview materials.

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- Created project plan outlining strategy, response matrix, timeline, team assignments, milestones and deliverables..

EDUCATION

Bachelor of Science in Commerce - (Niagara University - Niagara University)

