

Robert Smith

Business Development Specialist/Team Leader

CONTACT DETAILS

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PERSONAL STATEMENT

Highly self-motivated outside sales professional with 11 years of B2B sales experience looking for a position where my extensive experience and skills can positively impact sales revenue for a growing company. I have a proven track record of establishing and growing sales for my client base along with establishing strong customer relationships over the years.

WORK EXPERIENCE

Business Development Specialist/Team Leader

WALTER'S PUBLISHINGSB - January 2013 - 2019

Responsibilities:

- Acquire new business partners from the expanding market within the United States as well as the Canadian market and abroad.
- Responsible for the onboarding of new business partners.
- Evaluate the business needs of new and existing business partners to help them maximize new and organic growth.
- Worked directly with our marketing team to create new marketing campaigns to assist in ways of enticing new businesses to partner with Walters Publishing.
- Attended industry trade shows to showcase products and gain new leads for acquiring new business partners.
- Reported directly to the President of the company with weekly findings on potential new business along with reports on existing business.
- Lead client presentations; negotiate contracts; develop marketing materials to assist business partners.

Business Development Specialist

Calloway & Associates - 2008 - 2013

Responsibilities:

- 27615 40 hours/week Determine acquisition concepts by identifying and clarifying opportunities and needs; studying Requests For Quotes (RFQs) from multiple federal agencies; attending strategy meetings
- Prepare/write various federal government contract proposals/developments for numerous personnel service solicitations through GSA eBuy
- Manage recruiting efforts for personnel contracts to include job postings, evaluate applicant qualifications and credentials, conduct reference checks, and respond to questions regarding recruiting efforts
- Screen/interview candidates for technical positions with various agencies including Department of Justice, Department of Defense, Department of Commerce, Department of Agriculture, and Department of Veteran Affairs
- Manage and track security background investigation process
- Maintain office files by subject and chronological order and ensure files are accurate and updated; receive, route and distribute mail to appropriate staff member
- Create, manage, and update procurement

SKILLS

Microsoft Office, B2B, Outside Sales, Account Management, Contract Negotiation, Client Relations, Sales Forecasting, Lead Generation.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

documents/databases/spreadsheets.

Education

A.A.S. in Portrait Photography - (Ohio Institute of Photography)