

ROBERT SMITH

Business Development Coordinator

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

SUMMARY

Communications professional. Include writing, editing, producing, PIO/Spokesperson, and External Content Manager (web editor)/Social Media Manager for the Comptroller of Maryland. I hold a MS in Integrated Marketing Communications, and B.S. in Mass Communications.

CORE COMPETENCIES

Marketing Communications, Events Coordination, Problem Resolution, CRM, Marketing, Email Marketing, Customer Service, Social Media Marketing, Indesign, Adobe, Microsoft Office, Project Management.

PROFESSIONAL EXPERIENCE

Business Development Coordinator

ABC Corporation - August 2007 – June 2008

Key Deliverables:

- Created and developed business opportunities with new and existing petrochemical and desalination customers by building lasting, trusting relationships, transforming inactive clients into potential future customers.
- Reviewed past accounts of greater than twenty thousand dollars and reopen with higher revenue and retention.
- Generated new leads for salesmen based on communication with present and future clients.
- Researched and contacted potential petrochemical and desalination project leads.
- Engaged in biweekly staff meetings to brainstorm new ideas and processes.
- Assisted with motivating positive communication between expediting and sales.
- Participated in education for petrochemical and desalination industry through seminars, and internet.

Business Development Coordinator

ABC Corporation - 2003 – 2007

Key Deliverables:

- Business development, web-based marketing, and inside sales responsibilities for NSCS.
- Marketed to Fortune 500 petrochemical companies.
- Developed web page and revisions.
- Worked extensively with software programs to develop business and track registrations.
- Provided industrial client support and collaborated with various companies to organize specialized NSCS courses, schedules, and payments.
- Collected payments and worked with accounting department.
- Prepared quarterly financial reports..

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EDUCATION

- - (Kaplan University)