

ROBERT SMITH

Business Development Coordinator I

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

SUMMARY

Passionate about creative marketing, seamless event production and proactive business development. I believe the most effective marketing teams promote brand advocacy across its organization and bring focus to unique topics which build on the organization's culture and attracts meaningful talent.

CORE COMPETENCIES

Excel, Powerpoint, Customer Service, Detail Oriented, Bookkeeping, Organizational Skills, Problem Solving, Verbal Communication, Written Communication, Decision Making, Type 60 Wpm, 10-Key, Peachtree, Great Plains, Filemaker Pro, General Office.

PROFESSIONAL EXPERIENCE

Business Development Coordinator I

ABC Corporation - November 2003 – February 2008

Key Deliverables:

- Prepare expense reports, create and maintain numerous documents, gather and summarize various reports related to sales, finance, marketing, and business development, coordinate meetings and manage customer service calls, issues, and complaints.
- Upholding strict confidentiality requirements and adhering to established operating procedures.
- Establish and maintain excellent relationships with upper management and clients through continuous verbal and written communications.
- Assist in the collaboration of partnerships through researching and analyzing potential business and partnership opportunities.
- Coordinate, support and negotiate terms for various agreements.
- Review, summarize and analyze all documents and communications pertaining to negotiations to produce and provide redacted contracts as well as an outlined report detailing terms requiring further attention.
- Forecast material sales and milestone payments.

Business Development Coordinator

Lee's Summit Honda - 2000 – 2003

Key Deliverables:

- Creating a public persona for Lees Summit Honda by increasing Lees Summit Hondas online and physical outreach.
- Increased their followers on Facebook by 2,000 people.
- Managing online marketing campaigns over Facebook, website.
- Creating customized advertisements for Lees Summit Honda websites.
- As well as creating relationships with the local community by sponsoring local events like Downtown Days, and Emerald Isle Parade.

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- Continuing to Update and maintain the CRM database by creating new comments every time there is contact with customers.
- Creating excel spreadsheets overs sales and marketing strategies..

EDUCATION

- Bachelor of Science in Business/Management - (University of Phoenix - Lenexa, KS)