

ROBERT SMITH

Sr. Business Development Specialist

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Results driven sales professional looking to represent a company offering quality products and services. I am looking for a position that will utilize my acquired expertise, creative talents and commitment to excellence. .

EXPERIENCE

Sr. Business Development Specialist

ABC Corporation - AUGUST 2013 - MARCH 2014

- Communicate effectively with all levels of internal and external customers.
- Manage the companys top strategic accounts to ensure that the customer is receiving the best product at the lowest possible cost while maximizing margin and network efficiency.
- Develop techniques and responsibilities with the purpose of creating new customers and develop existing customer relationships - assess marketing opportunities and target markets, industry research on customers and competitors, generate sales leads, assist in creation of sales processes, follow-up on sales activity, and conduct formal proposal or presentation management.
- Develop and maintain a continuous stream of potential pipeline opportunities for assigned accounts.
- Coordinate bi-weekly operational meetings to identify and communicate customer issues, opportunities and action items to other internal members of the organization.
- Conduct new and existing customer solicitation.
- Ensure accurate and complete on-boarding of new clients and lanes by setting up required notifications, reporting, invoicing, etc.

Business Development Specialist

Economic Development Department, Bernalillo County - 2008 - 2013

- Responsibilities Assist small businesses increase their success by helping them assess current levels of activity and exploring alternative ideas and approaches for enhancing that activity
- Also, help these businesses determine if they are eligible for various local and state programs
- Develop and propose topics for small business summits that will be sponsored by elected officials and implement the selected ideas
- Oversee these summits from concept through programming
- Market and promote the Economic Development Department through website content, collateral materials, presentations and speeches
- Also responsible for Main Street programming and Biz Moments YouTube endeavor

- Execute other projects as identified by Economic Development and County management and elected officials.

EDUCATION

- Master in Finance - ()

SKILLS

Microsoft Office Suite, Salesforce.Com, Peoplesoft, Lotus Notes, Outlook, Process Improvement, Research, Project Management, Reporting, Administration.