

ROBERT SMITH

Founder/Business Development Specialist

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Savvy educated business professional with management, budgeting, and administrative support experience specializing in creating, developing, and executing business development strategies. Possesses outstanding oral and written communication skills. Charles has a reputation for mentoring, coaching, and developing team members. He is a respected leader that is known for building, and growing new and existing non-profit business partnerships.

SKILLS

Ms Word, Ms Word, Ms Excel, Ms Power Point, Marketing Communications, Digital Marketing, Leadership Development, Database Management, Interpersonal Communications Skills, Data Analysis, Data Mining, Data Management.

WORK EXPERIENCE

Founder/Business Development Specialist

ABC Corporation - January 2009 – June 2015

- Supervised a team of five employees during my time of employment.
- Responsible for maintaining and cultivating relationships with third party advocates and media.including lead generation and prospect nurturing campaigns and contribute feedback from the marketplace to product development plans.
- Demonstrated the ability to focus on packaging programs/events to market and sell to sponsors.
- Respond to inquiries about the service from publishers, business, and researchers along with Director, track industry trends and competitor online business behavior.
- Demonstrated the ability to analyze, and research data related to organization effectiveness concepts and their applicability in relation to organizational fundraising objectives, understanding trends and industry highlights in the communications and advertising industry.
- Provide direction and motivation to others through communication, modeling appropriate behavior, optimism, and high achievement Supervise large scale events and projects details to ensure the successful completion of fundraising goals and their outcomes.
- Ability to diagnose organizational problems and influence and convince in situations without formal authority.

Business Development Specialist

ABC Corporation - 2008 – 2009

- Ensured dental office operations were consistently managed efficiently and effectively
- Key Accomplishments Oversaw the planning of all logistics and operational office details
- Protected the companys profitability by collecting on current and past due bills
- Improved customer satisfaction by providing quality service before, during and after visits
- Saved the company money by negotiating costs of dental supplies during the purchasing process

- Managed the processing of dental insurance claims ensuring both the office and clients were billed and compensated appropriately
- Led the administration of dental office records management systems.

SCHOLASTICS

- Master of Arts in Marketing Management - (University of Maryland - Adelphi, MD)