

ROBERT SMITH

Business Development Assistant I

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Dependable, responsible, hard worker with extensive experience with diverse clerical positions and obtain employment with a company that will provide an opportunity for advancement.

EXPERIENCE

Business Development Assistant I

ABC Corporation - APRIL 2013 - OCTOBER 2015

- Managed a multi-million dollar procurement account to grow the profitability of all H-E-B Plus locations.
- Consistently monitored cost, margin, and pricing to remain competitive.
- Oversaw price discrepancies, inventory issues, Plan-O-Gram resets and standard operating procedures.
- Sales trainer and Administrator to all H-E-B Mobile departments.
- Improved vendor relationships through thorough, consistent and effective communication.
- Streamlining necessary information to company leadership through presentations, weekly newsletters and sales reporting.
- Coordinator of seasonal events, such as Back To School, Mothers Day and Black Friday.

Business Development Assistant

ABC Corporation - 2011 - 2013

- Responsible for setting up and participating in tel-cons and/or in-person meetings with prospective Government clients and Fortune 500 clients.
- Worked closely with members of the Inside Sales Team to generate qualified leads.
- Prepared Price/Quotes, Cost Analysis, and Profit Calculations.
- Worked closely with Proposal/Bid Management teams.
- Ensured all Business Development activities were updated within internal tracking tools.
- Managed an annual calendar of networking events.
- Organized and Managed participation in such Events showcasing the organizations capabilities..

EDUCATION

- Bachelor of Arts in Communication - 2006(University of Texas at San Antonio - San Antonio, TX)



SKILLS

Microsoft office Excel, Word, PowerPoint, E-mail.