

ROBERT SMITH

Business Development Specialist II

info@qwikresume.com | <https://Qwikresume.com>

A sales position which will allow me to utilize my consultative/solutions-based selling skills, ability to drive new business and service existing clients with a proven organization in a growth-oriented environment.

2016 - 2019

BUSINESS DEVELOPMENT SPECIALIST II - CAREER TEAM

- Research and contact perspective employers to find volunteer placement for clients, leading to permanent employment.
- Develop sustainable partnerships with local employers and community organizations.
- Assess and identify skills, natural aptitudes, personality preferences, interests, work and leadership styles, and career priorities to match clients with employers.
- Manage and monitor employee progress by conducting regular follow-up with site managers and clients.
- Assist with the development of public relations and communications strategies to support program goals and increase community awareness.
- Organize and establish meetings or conference calls on regular basis with designated individuals to foster positive relationships.
- Assist with workshops on networking, changing careers, resume writing and job search.

2014 - 2016

BUSINESS DEVELOPMENT SPECIALIST - ABC CORPORATION

- Making outbound calls to prospective clients to qualify, set appointments, and establish future expectations
- Driving attendance and pursuit of tradeshow leads and prospects including PCMA, RCMA, IAEE, and ASAE
- Identifying opportunities to develop presence in the government market as well as the association and corporate markets
- Conducting market research utilizing the web, directories, and agency newsletters
- Initiating and maintaining positive and productive relationships with internal and external clients
- Successfully meeting goals within tight time constraints and supporting team members in attaining team and individual goals
- Monitoring federal websites and other information sources for opportunities for new business and growth.

EDUCATION

Associate of Science - (Trinity College, Washington, D.C.)

SKILLS

Kronos, Powerpoint, Microsoft Office Suite, Microsoft Office Suite, Public Speaking, Problem Solving, Effective Communication Skills, Data Entry, Customer Service Skills, Business Development, Adobe Acrobat, Outlook Express, Research, Training And Development.