

ROBERT SMITH

Business Development Coordinator III

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

Committed team player with finely tuned interpersonal and communication skills. A true leader who is calm under pressure and adept at problem solving.

EXPERIENCE

Business Development Coordinator III

ABC Corporation - OCTOBER 1998 - APRIL 2008

- Led Project Development objectives and related tasks to facilitate timelines within a companywide online tracking program.
- Coordinated production compliance/development processes internally to assure customer specific timelines and requirements were met.
- Processed requests for raw materials, finished product and/or customer specifications.
- Performed collections and accounting/invoicing functions as applicable to divisional customer base.
- Managed project meetings for open divisional projects reporting on status of development and implementation of standards, change controls, customer requirements and compliance to internal and external policies and procedures.
- Coordinated with customers and designers for artwork and file delivery, often using customer FTP sites, in conjunction with production schedule and materials delivery.
- Assisted with all divisional line trials and sample runs in multiple manufacturing locations in order to determine efficiency and quality of final products.

BUSINESS DEVELOPMENT COORDINATOR

Sony Electronics - 1997 - 1998

- Manage specific education programs, with primary responsibility for the Student Ambassador Program, a national team located on 110 campuses with a multi-million dollar program budget.
- Develop and manage relationships with universities, faculty, administration and students.
- Develop profitable growth strategies for all product lines within the higher education channel.
- Build synergies with internal teams (social media, retail, product marketing, consumer research) as well as Sony sister companies and external partners focusing on coordinated marketing strategy and activities.
- Responsible for the strategy, content, logistics and execution of a week long training for 120 students.
- Produce quarterly reports to Senior Vice President and executive team

with an emphasis on increasing profits through proven marketing strategies based on analytics and detailed, real time findings.

- Work to drive web, call center and retail business including web site maintenance, store and web merchandising, and promotional programs for Education markets..

EDUCATION

- MBA in Business Administration - (Dominican College - Orangeburg, NY)

SKILLS

Microsoft Office.