

Business Development Assistant

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

Professional offering versatile office skills and proficiency in Microsoft Office programs. Provide exceptional administrative support to all levels of Management in a fast-paced environment.

Skills

Management, Hard Working.

Work Experience

Business Development Assistant

St. John Associates - 2013 - 2020

- Answer phones and route calls for a personal office. Add and update new jobs on the company website.
- Maintained a spreadsheet for specialty campaign mailings.
- Provided high quality of customer support to the 16-person consultant team.
- Coordinate and assist with special projects. Excelled in Business to Business communication.
- Developed strong referral affiliate relationships with lenders, brokers, and banks.
- Helped maintain a constant flow of new business into the company through self-motivation and initiative.
- Managed an annual calendar of networking events.

Business Development Assistant

Cal Aggie Alumni Association - 2011 - 2013

- Successfully generated \$29,670 commission revenue in the last financial quarter by overseeing the UC Davis Alumni Wine and Alumni Travels programs.
- Identify prospective business partners by performing extensive alumni research and prepare corporate sales presentations.
- Help acquire 20+ corporate and wine partnerships.
- Execute membership fulfillment to current 30+ partners by verifying the negotiated contract terms of assets.
- Service the corporate accounts of Liberty Mutual Insurance, SunPower, and Mercer.
- Prepare quarterly revenue reports for an esteem panel of board members and faculties, handling 15+ Annual Contract Value (ACV) and Quarterly Contract Value per Client (QCVC)..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

- (Bloomington High School South - Bloomington, IN)