

# ROBERT SMITH

## Jr. Business Development Officer

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### SUMMARY

To obtain a business position that will allow for personal and professional growth and utilizes my proficiency in all areas of customer relations, product knowledge, promotion of product, and customer service.

### SKILLS

Business analytics, Database administration, Social media management.

### WORK EXPERIENCE

#### Jr. Business Development Officer

ABC Corporation - October 2004 – March 2007

- Called on small businesses to identify banking needs and present solutions based on their needs and bank offers.
- Worked with businesses worth up to 10 million dollars and wrote loans worth up to 500 thousand dollars.
- Worked to gain new potential banking relationships for both lending and deposit growth, while also maintaining existing relationships, to build a solid banking portfolio.
- Traveled throughout assigned territory to call on regular and prospective clients to grow and maintain relationships.
- Covered territory in upstate New York from Glens Falls to Ticonderoga that included six branches and utilized Salesforce.com to track sales activity.
- Worked closely with my branches to garner new leads and potential clients to call on to develop new relationships.
- Personally compiled lists of prospective clients for use as relationship leads, based on information from a business networking group, business directories, and other sources.

#### Business Development Officer

LMBM Logistics Incorporated - 2003 – 2004

- Searching New Client.
- Discuss with Client about the services offer by Company and identify their requirements.
- Handling Budget and maintaining cost in operation.
- Writing Client Reports.
- Acting as the Link between the client and company by maintaining regular contact with both ensuring the communication flow effectively.
- Use Quantitative Techniques to Analyze and make Decision.
- Identify Workplace Problem and Solve Problem..

## SCHOLASTICS

- Certificate in Business Management - (Adirondack Community College - Queensbury, NY)