

Robert Smith

Associate Business Development Assistant

CONTACT DETAILS

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PERSONAL STATEMENT

CRM implementation/administration, sales program implementation and project management. Ability to understand the strategic and cultural goals of the business as well as the tactical programs.

WORK EXPERIENCE

Associate Business Development Assistant

ABC Corporation - 2000 - 2003

Responsibilities:

- Worked with the interactive marketing team to create and maintain web-site.
- Developed marketing collateral and redesigned marketing databases.
- Managed inter-company newsletter and covered special events, trade shows and meetings.
- Wrote press releases for trade shows and other events.
- Coordinated trade shows and international summits. Improved market exposure to high level targeted companies.
- Collaborated with senior partners to develop and distribute marketing materials for a major cable trade show.
- Developed and maintained an internal website that enhanced the sales teams selling ability.

Business Development Assistant

ABC Corporation - 1995 - 2000

Responsibilities:

- Prepare invoices, reports, memos, letters, financial statements and other documents using word processing, spreadsheet database or presentation software.
- Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
- Perform general office duties such as ordering supplies, maintaining records, management database system, file and retrieve corporate documents, records and reports.
- Make travel arrangements for executives.
- Prepare agendas and make arrangements such as coordinate catering, meeting rooms and travels.
- Supervise and train other clerical staff..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

BA in English/Psychology - (Spelman College - Atlanta, GA)

SKILLS

MS Office, Typing, Team Player.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)