

ROBERT SMITH

Executive Business Development Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Over 10+ years of experience as a Business Development Representative. Reliable, driven and efficient worker with many years in public service and experience in diverse career fields. Great communication skills in both personal and professional settings. Proficient in the computer, mathematical and writing skills.

CORE COMPETENCIES

Event Planning, Marketing Communications, Customer Service, Excel, Word, Event Marketing, Organizational, Office, Computer, Customer Service and Leader.

PROFESSIONAL EXPERIENCE

Executive Business Development Representative

ABC Corporation - January 2011 – Present

Key Deliverables:

- Responsibilities include selling in print (newspaper and magazine) and online advertising to businesses located in the areas listed above.
- Duties include being able to use Microsoft programs such as word, excel, outlook, Sharepoint, etc.
- Duties also include communicating with clients, prospective clients, graphic designers (in another location) and being able to work well without supervision.
- Setting up test drive appointments with all customers with the focus that all customers are prospective buyers and long term customers.
- Communicating with the prospective buyers until they are ready to set an appointment and visit the dealership to view the vehicle.
- Meticulously utilizing the companys leads system to identify potential new and repeat customers to provide them up-to-date discounts and trade-in options.
- Expertly trained all new employees in the companys standard operating procedures and methods to increase confidence and communication skills.

Staff Writer

ABC Corporation - January 2009 – December 2010

Key Deliverables:

- Responsibilities began in January as an intern with the Pickens sentinel while finishing my senior year at Clemson University.
- Duties of a staff writer included covering town meetings, school news, sporting events, local events, breaking news, and other news.
- Other duties included writing 10-15 articles a week for the two papers, as well as providing the photos to go along with those articles.
- Also, a staff writer (at the time) helped to create/build pages of the newspaper and helped with proofreading and editing.

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- One of my particular duties each week was to unite with the sheriffs department and make an arrested page.
- Another duty of a staff writer included tending to the front desk when needed.
- One of my front page photos was awarded second in the state for timely photos.

EDUCATION

Bachelors Of Arts in English, Writing And Publications - (Clemson University - Clemson, SC) Certification in Paralegal - 1994 (Edmonds Community College) Bachelors Of Science - (School Of Business Management)

