

Robert Smith

Assistant Business Development Consultant I

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SUMMARY

A position that will effectively utilize acquired expertise, creative talents and commitment to excellence. Desire a position with career growth potential.

SKILLS

New Market Research and Business Development, Leadership, Strategic Planning, Budgeting and Forecasting, Contract Negotiation, Customer Service, Hiring and Training.

WORK EXPERIENCE

Assistant Business Development Consultant I

ABC Corporation - February 2014 - July 2015

- Supported a 90/10 team effort to drive business development, due diligence and integration execution, leading the alignment with strategy at the organizational level for all project/programs.
- Evaluated and planed business assessment, market, and financial leverage for AutoPoint.
- Developed metrics for business development.
- Perform Financial Analysis, calculate ROI for targets and forecast real costs and needs.
- Managed files and documents that are received from targets for assessment, due diligence.
- Actively managed, supervise and develops business analysts Responsible for identification of M&A risks and the development and implementation of the mitigation for these risks.
- Increased company performance by developing new and upgraded work processes and increase productivity.

Business Development Consultant

Ed Rinke Chevrolet Buick GMC - 2013 - 2014

- Responsibilities include Answering 50+ Phone calls a day helping potential customers with service
- Daily use of Microsoft Word, Excel, Outlook to document information such as incoming calls, missed appointments, Comission
- Outbound warm calls to confirm appointment, calls to reschedule missed appointment, gauging interest on new/used vehicles
- Cold outbound calls, calls from Manifest list to get customers in for service, calls to gauge interest on potential interested customers on new and used vehicles
- Transferring calls to desired Service Advisor, Sales Rep, Manager, Department
- Greets customers entering building, guides them to open sales representative.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- (Kearns High School)