

ROBERT SMITH

Business Development Assistant/Executive

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Provide exceptional administrative support to all levels of Management in a fast-paced environment. Committed individual who readily adapts to change, works independently, demonstrates quality customer service.

JANUARY 2004 - JUNE 2006

BUSINESS DEVELOPMENT ASSISTANT/EXECUTIVE - ABC CORPORATION

- Key Holder, responsible for opening and closing of the office, POC in absence of Manager.
- Input client financials into accounting software. Knowledgeable of EEOC and DEO job posting requirements.
- Supports the sales department and the customer development relationship manager.
- Responsible for generating clients data, solving their day-to-day queries, answering emails, and other customer-related interactions.
- Maintain a customer database effectively to enable the easy and speedy recovery of a given customers details.
- Attracts new customers for the company through various promotional and advertising methods.
- Responsible for developing sales and marketing strategies to promote the companys products.

1999 - 2004

BUSINESS DEVELOPMENT ASSISTANT - ABC CORPORATION

- Performed administrative duties for Vice President of Business Development and 3 Directors.
- Tracked key performance indicators, partner leads, and action items.
- Responsible for updating pipeline for weekly management meetings.
- Orchestrated logistics for in-house Business Development meetings by booking and preparing conference rooms, greeting and assisting attendees, providing materials, and arranging for refreshments and entertainment (dinners, golf, unique Bay Area sights and experiences).
- Arranged domestic travel for VP and Directors.
- Other assisting duties included maintaining materials for meetings, expense reports, and business gifting..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Associate in Arts in Business Administration - (Indian River State College - Fort Pierce, FL)

SKILLS

MS Office, Typing, Team Player.