

ROBERT SMITH

Business Development Assistant

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SUMMARY

Goal is to gain a position where can utilize abilities to research, write, and facilitate discussion on various topics to meet the needs of both internal and external customers and stakeholders.

SKILLS

Microsoft Office, Proofreading, Proposal Writing.

WORK EXPERIENCE

Business Development Assistant

ABC Corporation - September 2015 – December 2015

- Supported a number of key business functions, including marketing and sales, operations, recruiting and project support.
- Assisted in proposal development and support proposal production.
- Worked mostly on Past Performance and Representation & Certifications Volumes.
- Produced website content and managed basic web development efforts.
- Managing updates to Facebook, LinkedIn, and Companys WordPress website.
- Performed technical writing, document proofreading, and editing.
- Found, researched, and tracked opportunities via FBO, GovWin IQ, FPDS, Navy Seaport-e, Maryland marketplace, GSA buy, GovernmentBids.

Business Development Assistant

ABC Corporation - 2011 – 2015

- Assist with Marketing initiatives working closely with business development managers to oversee and execute the business development plans and materials for the company.
- Prepare and update marketing and business development collateral.
- Assist in preparing for presentations, and marketing events.
- Serve as translator (English/Spanish) to customers and VP.
- Research and provide input into targeted marketing methods.
- Prepare memos, reports, presentations and information needed for VP and Managers.
- General office dutes, including, filing, faxing, copying materials, data entry and answering phone lines..

SCHOLASTICS

- Bachelor of Arts in History - (University of Maryland - College Park, MD)