

Robert Smith

Business Development Associate I

PERSONAL STATEMENT

Attain Business Analyst position where my Leadership, adaptability, and analytical skills along with my strong interpersonal skills can help better the organization to reach their desired audience and to execute the company's goals by maintaining and growing the organization as a global industry leader.

WORK EXPERIENCE

Business Development Associate I **ABC Corporation - April 2013 - June 2013**

Responsibilities:

- Engage in client development activities.
- Activities include but are not limited to sourcing, initial client qualification, identifying potential end users and decision makers, establishing contact relationships, completing company and department profiles, candidate marketing, identifying cross selling opportunities, identifying national/third party/vendor-on-premises opportunities, new client visits.
- Ensure local market alignment with initiatives related to client targeting. Call prospective or existing clients to obtain and/or close agreements for services or identify new hiring managers.
- Conduct follow up activities to ensure customer satisfaction.
- Conduct market research and qualify/classify target accounts within assigned geography.
- Keep abreast of market dynamics and trends within specific market and region and forecasts client demands.
- Establish client expectations and effectively communicate to appropriate parties.

Business Development Associate **ABC Corporation - 2010 - 2013**

Responsibilities:

- Assisted customer with vehicle selection and promoted model options and features, value-add products and services, purchase/leasing and finance options.
- Maintained accurate sales documentation.
- Maintained up-to-date knowledge of all vehicles, accessories, financing options and current promotions.
- Determine each customer's vehicle needs by asking questions and listening.
- Maintained a prospect development system.
- Understood the terminology of the automobile business and keep abreast of technological changes in the product.
- Inbound/Outbound Internet, Inbound/Outbound phone, unsold showroom follow-up and proactive portfolio management.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Powerpoint, Keynote,
Deltek, Excel, Client
Relations,.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Computer Infirmination Systems - (Saint Leo University)