

## Objective

Savvy educated business professional with management, budgeting, and administrative support experience specializing in creating, developing, and executing business development strategies. Possesses outstanding oral and written communication skills. Charles has a reputation for mentoring, coaching, and developing team members. He is a respected leader that is known for building, and growing new and existing non-profit business partnerships.

## Skills

Ms Word, Ms Word, Ms Excel, Ms Power Point, Marketing Communications, Digital Marketing, Leadership Development, Database Management, Interpersonal Communications Skills, Data Analysis, Data Mining, Data Management.

## Work Experience

### Jr. Business Development Specialist

**ABC Corporation** - June 2007 – June 2008

- Develop and implement contemporary recruitment methods to attract top quality healthcare candidates appropriate to the position and company needs in healthcare.
- Provide coaching and mentoring services to businesses to develop recruitment skills in addition to providing input into the matching of potential candidates to suitable positions.
- Facilitate Health Services Committee Meetings.
- Facilitate Businesses with employee development.
- Coach job seekers with interviewing skills.
- Provide healthcare businesses with labor market wage ranges.
- Provide employers with advertising job vacancies in Employ Florida Marketplace.

### Business Development Specialist

**ABC Corporation** - 2006 – 2007

- Grew the start-up of POW Medical through finding and managing new leads, developing relationships, and closing new business
- Marketed POW Services directly by being involved with the Chambers of Commerce, TEAM meetings, Womens Professional Organizations, and various community councils
- Used effective listening and interpersonal communication skills for identifying clients needs and presenting solutions for their health care needs
- Responsible for office operations and budget expenditures as needed
- Recruited and identified prospective clients and partners
- Responsible for all on site event coordination
- Involved in general office management duties.

## Education

Master of Arts in Human Resources Management - (Webster University)