

# Business Development Associate/Executive Assistant

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn: [linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama

### Objective

Specialized experience in Cost Point 7 and Budgeting and Planning software. Adept at Microsoft Excel, Word, PowerPoint, and Outlook. History of promotion, self-improvement, and self-motivation. Excellent written and verbal communication skills and ability to work with all levels of staff, including peers and head management.

### Skills

Deltex Costpoint, Deltex Costpoint Budgeting And Planning, Microsoft Office, Labor Category Compliance, Purchase Requisitions, Contract Finance, Financial Analysis.

### Work Experience

#### Business Development Associate/Executive Assistant

**ABC Corporation** - June 2012 – January 2013

- Maintained and updated company's opportunity pipeline.
- Researched and tracked relevant actions and events pertaining to over 130 opportunities.
- Conceptualized and drafted 23 ongoing capture plans for business opportunities, including research into stakeholders, programs/systems, and planning of next steps.
- Presented reports to corporate level executives and key management officials, resulting in 30 vetting meetings.
- Created seventeen requirements matrices for data calling and teaming research.
- Produced 20 capabilities statements, resulting in six non-disclosure agreements and four teaming agreements.
- Entered 185 contacts into an Access database and prepared standard and ad-hoc reports on teaming arrangements.

#### Business Development Associate

**U.S. Security Associates** - 2011 – 2012

- Due to ongoing expansion, hired by U.S.
- Security Associates, Inc., one of the nation's largest American owned and fastest growing corporate security providers, to fill their part-time Outbound B2B Caller positions.
- The position utilizes Cold Calling Telephone skills to build relationships with Top 500 companies.
- It is outbound calling seeking information data and leads.
- Selling involved! Accomplishments Winner of several appointment setting contests, Converted 40% of proposals to clients.
- Skills Used Develop customer empathy on the phone with voice and other techniques to gain appointments.
- Proposed several procedure modifications designed to improve processes and raise success rates.

### Education

CERTIFICATION in LEAN - (AVETA BUSINESS INSTITUTE)