

ROBERT SMITH

Business Development Executive

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience. To join an Organization that is progressive intellectually and technically, and one in which practices collaborative leadership with integrity and honesty throughout.

CORE COMPETENCIES

Market Growth And Sales Support, Executive Administrative, Relationship Building.

PROFESSIONAL EXPERIENCE

Business Development Executive

ABC Corporation - February 2010 – February 2013

Key Deliverables:

- Plan, negotiate and manage vendors for delivery of services such as food and beverage, housing, special event venues, audiovisual, transportation, registration and security.
- Scheduled on-site client meetings while allocating travel and extended conference times.
- Partner with executive management and third party to execute marketing, logistics and program management for events.
- Analyze and gather feedback from attendees to determine areas of potential development after each event or marketing campaign.
- Directed event and member communications and publicity, utilizing cold calls, direct mail, print ads, and broadcast emails.
- Collaborated with marketing department on marketing concepts and delivery.
- Branded, strategized, coordinated marketing content and value proposition for a focused approach to gain interest in target markets.

Business Development Executive

ABC Corporation - 2008 – 2010

Key Deliverables:

- Responsible for the acquisition, training, and growth of regional and national client accounts through consultative selling of information management solutions and services.
- Generated over \$800,000 in gross revenue (\$600,000 recurring) through consultative upsell and net- new sales strategies during first three years of employment.
- Recognized nationally for territory "Big Win" seven times during first three years of employment.
- Conducted PowerPoint, WebEx, whiteboard, and phone presentations to c-suite personnel weekly (related to information management, governance, compliance, security, and best practices).

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- Negotiated and executed multi-year service agreements with executive-level stakeholders weekly (primarily in the government, healthcare, education, legal, and finance industry verticals).
- Consulted and field-trained end users on information management best practices and use of proprietary online database tool weekly.
- Developed and implemented quarterly account plans through customer program assessment, key performance indicators, and return on investment forecasting weekly..

EDUCATION

- Bachelor of Science in Selling and Sales Management - 2001(Consumer & Family Sciences - West Lafayette, IN)