

Robert Smith

Lead Business Development Coordinator

CONTACT DETAILS

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

SKILLS

Microsoft Office,
Photoshop, html.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Over 13 years of experience selling complex offerings to B2B and B2C markets. Specializing in collaborative, consultative and solutions based sales methodologies. Blending CRM applications and customer service with emphasis on customer acquisitions and customer retention. Maintaining excellent marketing and digital communication skills establishing a positive customer engagement cycle.

WORK EXPERIENCE

Lead Business Development Coordinator

ABC Corporation - February 2011 - August 2013

Responsibilities:

- Plan and promotes sale of new construction estimating software for building contractors.
- Review plans and specifications for construction projects with architects to clarify costs and construction details in preliminary negotiations for contract.
- Managed existing client accounts and sourced and generated new business, growing membership by 18% that quarter.
- Led advertising campaigns around open house for new office location by developing SEM, SEO, and ECRM with the local ad area to announce our state of the art products.
- Coordinated media coverage of construction software in the trade press.
- Arranged for exposure at trade shows developing external relationships with Association of General Contractors and Associated Builders and Contractors, Inc.
- Performed market research surveys on customer needs and requirements with blogs and CRM software.

Business Development Coordinator

ABC Corporation - 2007 - 2011

Responsibilities:

- Prepare Daily Tracker and submit to upper management via email Assist with reconciling monthly revenue.
- Performed calculating, posting and verifying duties to obtain financial data for use in maintaining accounting records.
- Executed daily operations of processing purchase orders.
- Responsible for processing all vendor invoices on a timely manner when received.
- Responsible for maintaining vendor files.
- Made field and corporate sales calls to EagleFord and Permian Basin Shales.
- Support Operations Manager and team..

Education

Marketing - 1986(Louisiana State University - Baton Rouge, LA)