

ROBERT SMITH

New Business Development Specialist

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

SUMMARY

Highly organized and detail-oriented administrative officer with more than 10 years experience supplying thorough and organized support to supporting C-level executives and teams. Technically adept with skilled knowledge of MS Office Suite and experience creating Excel databases and PowerPoint presentations.

CORE COMPETENCIES

Expertise in the South Florida Marketplace for firms new to the region or initiating new business development integrated with marketing and community leadership., Microsoft Office, Internet search, Emails, and updated conceptual knowledge of online technology.

PROFESSIONAL EXPERIENCE

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Certified Technical Experts - November 2014 – 2019

Key Deliverables:

- Formulate and building market strategied by locating, developing, defining, negotiating, and closing business relationships.
- Identifying trendsetter idesa by researching industry and related events, publications, announcements; tracking individual contributors and their accomplishments.
- Locating or proposing potential business deals by contacting partners; discovering and exploring opportunities.
- Screening potential business deals by analyzing market strategies, deal requirements potential and financials; evaluating options; resolving internal priorities; recommending equity investments.
- Developing negotiation strategies and postions by studying integration of new venture with company strategies and operations; examining risks and potentials; establishing partners needs and goals.
- Meeting and maintaining relations with key clients.
- Closing new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.

Business Development Specialist

ABC Corporation - 2011 – 2014

Key Deliverables:

- Responsible for multiple audits by monitoring outreach for vendor compliance in order to achieve audit success
- Made over 500 calls weekly to vendors requesting financial documents using the Vendor Track audit system
- Request, analyze and process financial documents on behalf of our clients to identify any debits, credits or unapplied cash sitting on the accounts receivable account

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- Processing of vendor reports such as credit verification forms that are specified for each client that would show supporting details for each claim identified
- If any claims have discrepancies the vendor is requested to provide backup documentation for unapplied payments, duplicate payments, overpayments, returns and/or rebates
- Recovered over \$500,000 in credits for each audit
- This also contributed 35% of the companys revenue for each month of the fiscal year.

EDUCATION

- Business Administration - (Southwest High School - San Antonio, TX)