

ROBERT SMITH

Business Development Coordinator II

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SUMMARY

To obtain a position within an environment that will challenge me further; while allowing me to contribute to the growth and success of the organization. This position will provide me the ability to apply my Business Development and work experience to a growing industry.

SKILLS

Microsoft Programs-Variou, restaurant computer programs-various, tourism programs.

WORK EXPERIENCE

Business Development Coordinator II

ABC Corporation - August 2011 – June 2013

- Served as sponsorship and advertising coordinator for a busy sales team that put on educational conferences for the 23,000 MGMA members to attend.
- Main role was in the development, sale and fulfillment of sponsorship and advertising opportunities at these events and throughout the year.
- Worked extensively with MS Office Suite, Outlook, Salesforce CRM and Personify Accounting Software.
- Managed internal and external communication, contract processing, invoicing, tracking, fulfillment and ongoing tracking and analysis of metrics reporting for all corporate sponsors and advertisers.
- Capable of successfully balancing daily tasks with higher-priority projects managed sales accounts of corporate sponsors and oversaw event planning and fulfillment for sponsorships at all conferences.
- Created procedures and increased efficiency in processing and tracking of contracts, communication with the sales accounts, and fulfillment for all products related to various conferences, sponsorships, print and electronic advertising opportunities, vendor webinars, etc.
- Created tracking and reporting system to provide detailed metrics for sponsors and advertisers.

Business Development Coordinator

Rentschler Chevrolet - 2010 – 2011

- Responsible for all of incoming Internet leads.
- Keeping up with Internet inventory and photography of all vehicles.
- Working closely with management team on a daily basis to make sure everything is running smooth.
- Answering heavy phone volume.
- Acting as a service liaison between dealership and customer to make sure customers have a positive experience.
- Working other functions to make sure dealership is positively represented.
- Include course completion for Certified Internet Manager..

SCHOLASTICS

- Masters of Business Administration in Project Management - October 2013(Colorado Christian University)