

Jr. Business Development Coordinator

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Objective

To secure a position with a well-established organization with a stable environment that will allow me to utilize my limitless skills in customer service.

Skills

Customer Service, Computer, Telephone Skills, Supervisory Skills.

Work Experience

Jr. Business Development Coordinator

ABC Corporation - May 2005 – August 2012

- Answered incoming vehicle service repair calls and scheduled service appointments.
- Made follow-up calls to service customers in regards to service performed and also worked with customers to resolve any issues that may have occurred.
- Answered incoming vehicle sales calls, and answered questions in regards to the customers desired vehicle with a goal to schedule an appointment to meet with a sales person.
- Responded to incoming internet sales leads and provided customers with the information they needed in regards to their desired vehicle with a goal to set an appointment to meet with a sales person.
- Made follow-up calls to every customer that purchased a vehicle and also coordinated any service work to be performed.
- Performed many other tasks such as data entry projects, updated the customer computer database, special finance advertising and customer management, created documents and spreadsheets, sales tracking.
- Trained and mentored new staff members for the BDC office.

Business Development Coordinator

ABC Corporation - 2004 – 2005

- Covington, GA - A leading multinational developer, manufacturer, and marketer of innovative, life-enhancing medical technologies in the fields of Vascular, Urology, Oncology, and Surgical Specialty products.
- Business Development Coordinator, 10/2005 - 5/2007 Managed the Idea Generation Process; facilitated monthly team meetings to determine profitable business ventures.
- Worked closely with the Corporate Legal Department to prepare and maintain Confidentiality and Consulting Agreements; performed due diligence while preparing and presenting research material for acquisitions.
- Key Roles Chairman of the Safety Committee - Co-developed and implemented successful safety program.
- Chairman of the Events Committee - Lead employee health and wellness initiatives, socialization programs, and organized the United Way Fundraising Campaign.
- Senior Legal and Marketing Assistant - Managed Intellectual Property systems (Foundation IP, CPA and Serengeti); performed patent searches to ensure patentability of inventions; filed patent applications with the USPTO; filed Patent Cooperation Treaty (PCT) applications with international receiving offices; managed annuity payments.
- EDGEWATER ONESTOP CAREER CENTER - Miami, FL - Non-profit agency whose primary purpose was to administer employment and training programs to citizens, as mandated under

the Workforce Investment Act (WIA) of 1998; additionally, provided workforce solution services to Miami businesses..

Education

- (Saint Cloud Technical Community College - Saint Cloud, MN)