

Business Development Specialist

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Loyal, detailed, thorough, and dedicated logistics coordinator with excellent communication and organizational skills. Forges strong alliances with domestic and international teams to provide administrative support to achieve business goals. Extensive customer service experience.

Skills

Microsoft Office, Raiser's Edge, EMS Lite, Types 60 Wpm, Fluent In French.

Work Experience

Business Development Specialist

ABC Corporation - June 2013 - February 2014

- Prospected businesses for corporate rentals and event sponsorship.
- Facilitated qualification meetings and led facility tours.
- Coordinated and hosted corporate events and meetings.
- Planned and implemented business development strategies.
- Implemented marketing strategies for special events and created electronic and printed materials.
- Accomplishments Procured new corporate rental clients and sponsors.
- Created marketing initiatives to increase revenue.

Business Development Specialist

ABC Corporation - 2009 - 2013

- Glendale Heights, Illinois March 2013-Present Polygon Document Recovery Services recovers business retention documents, books, and photographs after a disaster
- Business Development Specialist Develop referral relationships in the 12 states of the Midwest, with Chicago being the main focus of development
- In this position, I work with insurance companies, organizations, and record managers to build a network of referral business when an emergency occurs
- Achievements Relocated to the Chicago area in August, 2014, and closed \$200K in sales in 2014
- I am a member of five organizations in emergency services, insurance, and business retention to bring name recognition to the Chicago area
- Organize an open house event to clients
- Create the theme of the event, send out invitations, and maintain budget for the event.

Education

MA in Linguistics/International Business - (Illinois State University - Normal, IL)