

ROBERT SMITH

Business Development Assistant III

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

SUMMARY

Office secretary with extensive computer literacy skills. In addition to traditional duties, demonstrated a unique ability to problem shoot, increase product sales, and effectively work in unison with others.

CORE COMPETENCIES

Adobe Photoshop CS5, Adobe In Design CS5.

PROFESSIONAL EXPERIENCE

Business Development Assistant III

Sta. Clara International Corporation - January 2011 – 2020

Key Deliverables:

- Establish and agree on plans for ITT/RFQ response and effectively manage implementation.
- Produce documentation needed to comply with ITT/RFQ submission for technical and commercial elements.
- Comply with submission deadlines identified. Accreditation Civil Service Professional Exam Passer Rating
- Coordinate internal resources assigned to complete proposals and attend all necessary meetings.
- Supported and assisted Chief Director of Business Development, Business Development Department, and Senior Administrators.
- Coordinated, planned, and supported daily operational and administrative functions.
- Coordinating and lending support to activities and events for the Marketing Department.

Business Development Assistant

ABC Corporation - 2007 – 2011

Key Deliverables:

- Skillful professional with 4 years of customer service documentation, and healthy work environment.
- Include a very strong teamwork moral and communication and dedicated principals to patient care.
- Particular sense of determination to professionalism with co-workers and patients, maintain calm in stressful situation, good organizational capabilities, tedious documentation and exceptional communication skills.
- Obtain and manage all documentation for the Unique Program to include payments, cancelation, new enrollment and Quick Book Data entry.
- Fulfill customer and business partner satisfaction through excellent communication and services provided.
- Process donations for the Adventist non-profit organization.

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- Promote higher business achievement by offering Obamacare compliance alongside our companys existing insurance..

EDUCATION

- B.S. in Civil Engineering - 2003(Bicol University)