

# Robert Smith

## Director Of Business Development I

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### SUMMARY

Dedicated and focused individual who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority. Resourceful and accomplished Office Manager with extensive office operations and personnel organization expertise.

### SKILLS

Visual Studio, Visual Basic, Microsoft Office Suite, Microsoft Windows, Javascript, Salesforce.Com, Customer Services, Presentation, Sales, Sales Support, Client Relations, and Start-Ups.

### WORK EXPERIENCE

#### Director Of Business Development I

ABC Corporation - March 2013 - December 2015

- Generated new accounts by implementing effective networking and content marketing strategies.
- Managed budget forecasting, goal setting and performance reporting for all accounts.
- Identified strategic partnerships and gathered market information to gain a competitive advantage.
- Delivered performance updates, quarterly business reviews, and planning meetings.
- Identified, coordinated and participated in client relationship-building activities and meetings.
- Added value to marketing material by introducing creative advertising concepts.
- Answered customer questions regarding products, prices, and availability.

#### Broker Assistant

ABC Corporation - February 2013 - February 2013

- Generated lists of properties that were compatible with buyers needs and financial resources.
- Developed close relationships with area realtors and promoted builders to boost referral network.
- Coordinated appointments with prospective buyers to showcase houses and plots.
- Accounts Receivable, Accounts Payable, Credit card reconciliation, bank account reconciliation, billing, collection. Bank deposits.
- Contract completion, tour schedule, property research, customer appointments.
- Property Management lease management, maintenance scheduling, vendor management.
- Improved processes - evaluated existing processes and procedures, made improvement suggestions, implemented changes to increase efficiency and effectiveness for the company.

### EDUCATION

High School Or Equivalent in General - 2006(Central High School - Clifton, IL)Certificate in Festival Management - (University Of Minnesota)Bachelor Of Arts in Sociology - (Morehead State University - Morehead, KY)