

# Business Development Assistant/Analyst

**ROBERT SMITH**

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

## Objective

Help organizations build brands in an increasingly digital, connected and real-time business environment. Focusing booth on the intersection of strategy and creativity--directing cross functional teams.

## Skills

Marketing, Business Development, Financial Management.

## Work Experience

### Business Development Assistant/Analyst

**ABC Corporation** - January 2004 – June 2006

- Prepared and presented project financial evaluations to the board.
- Conducted marketing research for new products and markets.
- The developed project across the company (IT marketing and production areas).
- Developed a new geolocation system for potential subscribers.
- Project evaluation, marketing strategy, marketing research, communications, presentation, teamwork, creating ideas, leadership, business development.
- Coordinated all business development engagements, and scheduled client seminars.
- Prepared PowerPoint presentations, handouts, and workbooks for participants.

### Business Development Assistant

**ABC Corporation** - 1999 – 2004

- Prospecting New Customers through internet search engines in Middle East, Africa & Asia.
- Customer built up in countries like Saudi, Oman, Egypt, Sudan, Yemen, Kuwait, Qatar, Jordan, Bangladesh & Pakistan through network marketing.
- Create and Build Data of prospective client in Middle East, Africa & Asian markets.
- Introducing company products and follow on serious leads.
- Initiate a process of sending sample and technical data for prospective clients.
- Quote, Follow up, Finalize deal and complete the sales process.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

MBA in Business Administration - 2015(George Washington University - Washington, DC)