

ROBERT SMITH

Business Development Specialist III

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

SUMMARY

Highly motivated and driven candidate with exceptional attention to detail and ability to multi-task seeking an entry-level position in finance or information technology; obtained a bachelor of business administration in finance with a minor in mathematics and an associate of science in accounting while working full-time.

CORE COMPETENCIES

Pari-Mutuel computer operations.

PROFESSIONAL EXPERIENCE

Business Development Specialist III

Career TEAM - 2016 – 2019

Key Deliverables:

- Making outbound calls to prospective clients to qualify, set appointments, and establish future expectations.
- Driving attendance and pursuit of tradeshow leads and prospects including PCMA, RCMA, IAEE, and ASAE.
- Identifying opportunities to develop presence in the government market as well as the association and corporate markets.
- Conducting market research utilizing the web, directories, and agency newsletters.
- Initiating and maintaining positive and productive relationships with internal and external clients.
- Successfully meeting goals within tight time constraints and supporting team members in attaining team and individual goals.
- Monitoring federal websites and other information sources for opportunities for new business and growth.

Business Development Specialist

ABC Corporation - 2012 – 2016

Key Deliverables:

- Established relationships with the Accredited Business community to obtain quantitative and qualitative data to enhance customer satisfaction and increase retention
- Worked in conjunction with marketing team by presenting findings
- Used information to develop new products/services or enhance current products/services from inception to creation
- Initiated entrance, annual, exit and programs surveys
- Launched three focus groups dependent on size of business
- Established connection visits

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- Launched Accredited Business University.

EDUCATION

Bachelors of Science in Business Administration - (Drexel University - Philadelphia, PA)

