

# Business Development Assistant

## 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](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

Proactive, dependable and organized individual seeking an administrative assistant position. Offering hands on experience in providing high quality administrative support, great attention to detail.

### Skills

Microsoft Office, Salesforce, Supply Chain Management.

### Work Experience

#### Business Development Assistant

**MURATA ELECTRONICS NORTH AMERICA, INC** - 2011 - 2020

- Provide support to Product Marketing within the Electronic Components division.
- Cultivate client relationships with integrated circuit manufacturers.
- Ship more than parts annually and manage to a warehouse of more than a million parts.
- Communicate status updates to product management team using Outlook and Salesforce.com.
- Establish and maintain an inventory system within an existing database.
- Attend onsite client meetings to understand customers needs and maintain sufficient inventory levels.
- Served as the primary backup to the Business Development Specialist to create, edit, and finalize Requests for Proposals.

#### Business Development Assistant

**ABC Corporation** - 2006 - 2011

- Dubai, UAE (Multi-national Engineering Consultancy Firm) Position Held Business Development Assistant Description of Duties Updating, reviewing and formatting of CVs.
- Each proposal requires project specific formatting.
- Assist with preparation of prequalification documents.
- Assist in packaging proposals, including - formatting of sections given by Proposal Manager/technical writers, preparation of organizational charts, and final printing.
- Attend proposal coordination meetings.
- Perform all other tasks and assignments as requested or required concerning business development activities.
- Vance CV.

### Education

Bachelor of Science in Business Administration - (Fresno State University - Fresno, CA)