

## Objective

A detail-oriented, self-motivated professional with an extensive experience in the service and sales industry. Works confidently in a fast paced atmosphere while delivering quality experience to each customer. A dynamic, customer focused team player who is actively engaged in leading edge techniques to connect with clients and consumers.

## Skills

Microsoft Office, CRM, Project Management, Account Management, Pipeline Management, Interpersonal Skills, Negotiation, Problem Resolution, Collaboration, Cold Calling, Sales Management, Sales Presentations.

## Work Experience

### Jr. Business Development Associate

**Frost Brown Todd LLC** - June 2016 – 2019

- Strategically build annual business plans and initiatives with multiple firm practice groups to position Frost Brown Todd as the expert law firm.
- Develop, integrate and manage various marketing initiatives aimed toward revenue growth and brand exposure for the Indianapolis market.
- Develop and monitor marketing budgets for practice groups as well as Indianapolis office.
- Oversee budget implementation through approval of expenses for offices and practice groups.
- Coordinate, assemble pitch materials for request for proposals.
- Update office as well as practice group information on firm intranet and external website.
- Supervise maintenance of website biographies, overseeing and advising on technical issues, proofing content and administering frequent updates.

### Business Development Associate

**ABC Corporation** - 2013 – 2016

- Contributed to the creative process through original ideas and inspiration.
- Preserved the branding standards of assigned accounts.
- Collaborated with cross-functional teams on task list creation to meet overall project goals on time.
- Researched industry trends and evaluated competitive products.
- Presented innovative digital media marketing presentations to executive decision makers.
- Strategized with sales team to prospect and qualify potential customers within assigned geographic territories.
- Defined and tracked campaign effectiveness and adjusted strategies accordingly.

## Education

Bachelor's in Sport Administration - 2004(Ball State University - Muncie, IN)