

ROBERT SMITH

Marketing/Business Development Coordinator

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Administrative professional offering excellent communication and computer skills. Meets deadlines works with a high level of adaptability. Punctual, driven to inspire, to be respectful, patient and positive. Enjoys being a team player in a diverse working environment.

JANUARY 2008 - MARCH 2011

MARKETING/BUSINESS DEVELOPMENT COORDINATOR - ABC CORPORATION

- Responsible for obtaining Partnerships with system and non-IPC hospitals all over the United States to install or implement ICNs products and services.
- Analyze sales statistics to determine business growth potential.
- Formulate, develop, cooperate and implement with the Management Team, the Strategic Marketing and Sales Plan for the Company.
- Responsible for prospecting for business opportunities and developing the client base.
- Contacted potential customers and took them through the sales process which includes prospecting, explaining type of service offered, demonstrating the service, and reviewing the rates and contract.
- Quoted prices, implementation dates, and payment terms and strove to persuade customer/prospect to buy using knowledge of company products and services.
- Prepared Advertising Contract and acquired appropriate signatures from customer and submits contract to VP of Operations.

2004 - 2008

BUSINESS DEVELOPMENT COORDINATOR - ABC CORPORATION

- Houston, Texas, April, 2013 to March, 2015 Pioneered a new position to lead a corporate strategy for sales and revenue generation.
- Created new leads for the sales team via phone calls and emails.
- 50+ calls per day.
- Cultivated relationships with new and existing customers.
- Generated new sales from existing clients and increased the retention rate.
- Managed corporate SME for Salesforce.
- Created training material and conducted Salesforce training.

EDUCATION

B.A. in Criminology - (Capital University)



SKILLS

Processed Debit & Credit Card Transactions Responsibly handled Cash Responded to customer inquiries Provided Excellent Customer Service Maintain Clean Environment Maintain Filing System Basic Office Skills, Excel, Outlook, Word, CRM, Dealersocket.