

Business Development Associate/Executive Assistant

ROBERT SMITH

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Objective

Specialized experience in Cost Point 7 and Budgeting and Planning software. Adept at Microsoft Excel, Word, PowerPoint, and Outlook. History of promotion, self-improvement, and self-motivation. Excellent written and verbal communication skills and ability to work with all levels of staff, including peers and head management.

Skills

Delteck Costpoint, Deltek Costpoint Budgeting And Planning, Microsoft Office, Labor Category Compliance, Purchase Requisitions, Contract Finance, Financial Analysis.

Work Experience

Business Development Associate/Executive Assistant

ABC Corporation - June 2012 - January 2013

- Maintained and updated company's opportunity pipeline.
- Researched and tracked relevant actions and events pertaining to over 130 opportunities.
- Conceptualized and drafted 23 ongoing capture plans for business opportunities, including research into stakeholders, programs/systems, and planning of next steps.
- Presented reports to corporate level executives and key management officials, resulting in 30 vetting meetings.
- Created seventeen requirements matrices for data calling and teaming research.
- Produced 20 capabilities statements, resulting in six non-disclosure agreements and four teaming agreements.
- Entered 185 contacts into an Access database and prepared standard and ad-hoc reports on teaming arrangements.

Business Development Associate

U.S. Security Associates - 2011 - 2012

- Due to ongoing expansion, hired by U.S.
- Security Associates, Inc., one of the nation's largest American owned and fastest growing corporate security providers, to fill their part-time Outbound B2B Caller positions.
- The position utilizes Cold Calling Telephone skills to build relationships with Top 500 companies.
- It is outbound calling seeking information data and leads.
- Selling involved! Accomplishments Winner of several appointment setting contests, Converted 40% of proposals to clients.
- Skills Used Develop customer empathy on the phone with voice and other techniques to gain appointments.
- Proposed several procedure modifications designed to improve processes and raise success rates.

Education

CERTIFICATION in LEAN - (AVETA BUSINESS INSTITUTE)