

ROBERT SMITH

Senior Business Development Representative

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

More than 8 years of broad-based experience as a Business Development Representative, and a variety of positions have given me background, experience, and maturity that enable me to exhibit professionalism in dealing with people. I have the ability to apply correspondence rules and procedural guidelines exhibiting excellent verbal and written skills.

SKILLS

Customer Relationship Management, Customer Service, Networking, Strategic Planning, Communication, Excellent Problem Solving, Knowledge Of Computer Functions, and Organizational.

WORK EXPERIENCE

Senior Business Development Representative

ABC Corporation - December 2011 – Present

- Serving as liaison to corporate headquarters in support of future opportunities contracted from army contracting command, rock island.
- In addition, due to geographic presence, serves as bd teams front line for information gathering at first army and joint munitions command.
- Working autonomously without any direct supervision serving as firms POC at rock island arsenal.
- Systematically gathers intelligence not available through other sources and successfully arranges meetings for senior leadership to attend.
- Recently was appointed to the board of directors for the association of the united states army rock island arsenal chapter which results in increased visibility for the firm.
- Well connected with local industry and is able to provide hard intelligence about local potential team members, their community reputation, and ability to provide services to the firm.
- Answering customers questions regarding products, prices, and availability.

Army Sustainment Command Strategic Plan - Team Member

ABC Corporation - June 2011 – December 2011

- Served a key member on a team providing guidance to develop and implement a strategic communications plan for army sustainment command.
- Provided support in developing a plan to meet all goals of the mission statement and meeting the ASC vision.
- Encouraged better collaboration and communication to enable ASC to become fully connected with their internal and external audiences.
- Assisted in identifying communications stakeholders and securing their buy-in.
- Supported team to help the client communicate its mission, vision, and benefits to both internal and external stakeholders in order to avoid resistance and improve its ability to enable army unit readiness.

- Refer unresolved customer grievances to designated departments for further investigation.
- The strategy was aligned to a typical communications planning lifecycle including research, planning, development, implementation, and evaluation.

SCHOLASTICS

- Diploma - (Quality College - Chicago, IL)BA - (Western Illinois University)High School Diploma - (Maquoketa Community School)