

ROBERT SMITH

Business Development Representative/Buyer

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8+ years of experience as a Business Development Representative. I am looking to further my career with your company. I am looking for a full-time, long term position, that can help me better my family.

MAY 2015 - PRESENT

BUSINESS DEVELOPMENT REPRESENTATIVE/BUYER - ABC CORPORATION

- Referring unresolved customer grievances to designated departments for further investigation.
- Office manager Dennis sneed ford current employee payroll oversees all aspects of back-office and service department accounts payable dealer eft.
- Maintaining personal performance including contact databases, activity reporting, and sales forecasts.
- Monitoring competitive activity and market conditions to provide feedback to management regarding new product and installations.
- Participating in trade shows, industry events, customer entertainment activities, sales meetings, training programs and conferences as directed.
- Sales effort resulted in the placement of 380 temporary employees being placed within 21 months.
- Originating/updating/maintaining projects representation lists, project flyers/handouts, and company presentations.

DECEMBER 2011 - APRIL 2015

PART TIME CASHIER - ABC CORPORATION

- Organized, stocked and maintained the teller window area.
- Generated invoices upon receipt of billing information and tracked collection progress.
- Provide customer service by greeting customers entering, answering questions about different items, and guiding and solving queries of customers.
- Solidified a loyal customer base of 60 customers through superior customer service by providing each customer with personal attention, and ensuring a great shopping experience.
- Answering phone calls, providing training and assistance to the newly hired cashier.
- Sort and count currency and coins/ Issue receipts and change to customers.
- Process credit card and check payments/Train other staff members to work as a cashier.

EDUCATION

General Studies - 2010(Missouri Western State University)Diploma -
2005(Central High School)High School Diploma - 2008(Silverado High School)

SKILLS

Team Player, Time Management, Goal-Oriented, Positive, and Friendly, Accurate Money Handling, and Management, Multitasking Ability, 60+ WPM Typing Speed, Professional Phone Etiquette, Excellent Communication, Works Well Under Pressure, Customer Service-Oriented, Social Media Knowledge, and Appointment Setting.