

ROBERT SMITH

Business Development Specialist I

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SUMMARY

A goal oriented, dependable Sales Support professional with a strong work ethic and dedication. Excellent interpersonal and communication skills allow the development of strong rapport with customers, team, and management. Proven ability to learn quickly and provide flexibility in various situations.

SKILLS

Microsoft Excel, Microsoft Word, Powerpoint.

WORK EXPERIENCE

Business Development Specialist I

ABC Corporation - 2010 – 2014

- Managed the daily activities that went along with the development of new brake product lines for customers such as Nissan, Infiniti, Magneti Marelli, and Mopar (Chrysler FCA) Developed a tracker that pinpointed where each project was in the development face that was used throughout the company.
- Created a master price file for easy access to find what the price was for any part in question.
- Created a master interchange file which allowed the customer and internal employees to be able to view how parts interchanged between different customers.
- Aid the OE sales team in launching new product lines.
- Worked directly with the OE sales team in supporting the continuing growth of current and new customers.
- Worked directly with customers in maintaining their accounts and accommodating their daily requests.
- Lead and completed the MMOG/LE (Materials Management Operations Guidelines/Logistics Evaluation) for Chrysler (FCA), which was a self-assessment and continuous improvement tool.

Business Development Specialist

ABC Corporation - 2006 – 2010

- Drove student recruitment from corporations in several industries through increased lead generation
- This setting involved the preparation and delivery of frequent presentations to a variety of business settings and executive levels
- Implemented marketing strategies to penetrate new target markets
- Coordinated Career Fairs and Education Fair to establish and maintain new corporate relationships
- Delivered time management and customer service workshops as a resource for corporate clients
- Advising prospective students
- Built University awareness through corporate relationships, business to business and community involvement.

SCHOLASTICS

- Business Management - (Bryan University)