

BUSINESS DEVELOPMENT ASSOCIATE

Professional Overview

Over five years of experience in Business Operations and a Master Degree in International Commerce and Policy with the ability to execute Strategic Leadership, Direct-to-Consumer Marketing, Risk Management, and Strong Executive Communication Skills across all organizational levels.

Skills

- Cash handling
- Financial analysis
- Capital market trends
- Industrial coverage knowledge
- Risk management expertise
- Product management
- Accounts Payable/Receivable
- Detail-oriented
- Process development
- Business recovery and sustainability
- Complex problem resolution
- Social media marketing
- Client acquisition

Experience

Company Name City , State Business Development Associate 11/2015 to Current

- Identifying trendsetter ideas by researching industry and related events, publications, and announcements; tracking individual contributors and their accomplishments.
- Locating or proposing potential business deals by contacting potential partners; discovering and exploring opportunities.
- Screening potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.
- Develop negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.
- Credited for playing key role in generating over \$200,000 per year in revenues.
- Surpassed annual quota by 110%.
- Identified \$125,000 in revenue opportunities by collaborating with distribution partners.

Company Name City , State Trade Agreements Negotiations and Compliance Intern 03/2014 to 08/2014

- Support Enforcement and Compliance senior staff on U.S. Trade Policy
- Development and implementation of Trade Agreements by helping to ensure that foreign governments comply with their obligations under the agreements to which the United States is party.
- Provide support to leadership on policy and negotiation analysis for key trade agreements as well as work with all global market regional offices to develop new initiatives to increase role of minorities in global commerce as well as strengthening governmental institutions to have sustainable economic and social growth in developing countries.
- Served as a representative of International Trade Administration at North America Steel Committee.
- Responded to citizens' complaints and requests for information and services.
- Cultivated close working relationships with other municipalities and governmental agencies.

Company Name City , State Associate 05/2010 to 10/2015

- Authoritatively recruited and directed more than 40 staff members.
- Held responsibility for all hotel operations, including customer service, sales, housekeeping, financial accountability and regulatory compliance.
- Served as crucial participant in executing annual quality audit.
- Personally, ensured activity of Key Control Program.
- Comprehensively studied, reviewed and verified all financial documentation.
- Ensured that goals are being translated to the team as they relate to guest tracking and productivity.

- Created and nurtured a property environment that emphasizes motivation, empowerment, teamwork, continuous improvement and a passion for providing service.
- Secured \$35000 in room sales for the 2015 fiscal year.
- Gathered and analyzed data for studies and reports and made recommendations based on findings.
- Drafted and edited written materials including agendas for the senior managements.

Company Name City , State Sales Leader 02/2007 to 01/2010

- Served as knowledge resource for store management regarding team-building, financial management and business development activities & objectives.
- Diligently practiced stringent Quality Assurance and ensured adherence to highest standards.
- Produced comprehensive strategic profitability- enhancement plans for territory stores.
- Identified issues, analyzed findings, and formulated appropriate strategies to increase profitability of multiple stores.
- Task included oversight and evaluation of Financial forecast reports.
- Built relationships with customers and the community to establish long-term business growth.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Promptly resolved all customer requests, questions and complaints.
- Contacted customers by phone and email in response to inquiries.
- Trained all incoming sales team members.
- Approved all sales staff budget expenditures.
- Planned and directed staff training and performance evaluations.
- Developed a comprehensive training program for new sales associates.
- Developed quarterly and annual sales department budgets.

Education

Master of Arts : International Commerce and Policy 2014 George Mason School of Public Policy , City , State International Commerce and Policy International Commerce and Policy Semester or Credit Hours: 42 Credit Hours

Master of Arts 2013 Oxford University - Mansfield College Oxford Study Abroad Semester or Credit Hours: 3 Credit Hours

Bachelor of Arts : Government and International Politics 2012 George Mason University , City , State Government and International Politics Government and International Studies Semester or Credit Hours: 60 Credit Hours

Associate of Arts : Liberal Arts 2010 Northern Virginia Community College , City , State Liberal Arts Liberal Arts Semester or Credit Hours: 60 Credit Hours