

BUSINESS DEVELOPMENT MANAGER

Highlights

- BUSINESS DEVELOPMENT SKILLS
- Identify and capitalizing on opportunities.
- Understanding customer requirements.
- Networking in a professional manner.
- Developing key relationships.
- Identifying important decision makers.
- Maximizing revenue at every opportunity.
- Knowledge of how to get past the screening processes and to be able to contact important decision makers. MANAGERIAL SKILLS
- Comprehensive understanding of the internal processes and organizational structure of businesses.
- Understanding key business drivers.
- Analyzing and solving problems.
- Taking charge of long term projects.
- Able to review the time and resources spent with a prospect client against the return on investment.
- Taking responsibility for personal development.

Experience

January 2014

to

Current

Company Name City , State Business Development Manager

- Manage new and existing accounts and develop them to their fullest potential to ensure consistent recurring revenues. Also in charge of providing clients with a service that continually delivers significant value and meets their needs. Duties:
- Generating new business both in face to face meetings and over the phone.
- Identify prospective clients and contacting them.
- Replying to all prospective new and current client enquiries in a timely and accurate manner.
- Making a high number of daily outbound calls to prospective new clients.
- Completing all documentation and administrative records, fully and accurately.
- Maintaining a database of all contacts.

January 2012

to

January 2014

Company Name City , State Business Development Manager

- Manage new and existing accounts and develop them to their fullest potential to ensure consistent recurring revenues. Also in charge of providing clients with a service that continually delivers significant value and meets their needs. Duties:
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January 2009

to

January 2012

Company Name City , State Finance Director/Accounting Manager Guided finance staff, vendors, and other Chapter personnel in performing day-to-day finance department activities, including accounting, reporting, billing, credit card processing, collections, cash management, budgeting, forecasting, payroll, accounts payable, accounts receivable, and human resources, for five office locations.

January 2007

to

January 2009

Company Name City , State Budget/Project Accountant Coordinated and led the annual budget process. Developed and managed the maintenance of budget monitoring and evaluation systems. Analyzed budget patterns and project expenditures based on statistical data. Conferred with internal and external administrative offices to ensure compliance with required procedures. Provided instruction and answered questions relating to budget procedures as a liaison between departments.

January 2006

to

January 2007

Company Name City , State Accountant Performed the full spectrum of accounting functions, including audit testing and preparing tax returns for both individuals and businesses. Conducted monthly bookkeeping duties for numerous companies.

January 2000

to

January 2005

Company Name City , State Manager Directed staff in providing specialized cosmetic services to clients. Led efforts to build long-term customer relationships and ensure customer satisfaction. Provided educational support to all salon staff members.

January 2000

to

January 2000

Company Name City , State Merchantainment Cast Member/Intern Assisted in store-wide functions, including customer service, sales counter/cashiering activities, stocking, merchandising, inventory control, loss prevention, and problem resolution, as one of only 13 Colorado State University students chosen to participate in the internship.

January 1997

to

January 2000

Company Name City , State Telemarketing Agent Selected to serve as a member of the initial outbound sales team. Performed both inbound and outbound sales functions.

Education

Colorado State University City , State , US Master of Organizational Leadership Human Resources : Leadership Colorado State University-Global, Denver, CO Master of Organizational Leadership Human Resources, In Progress

Colorado State University City , State , US Master of Business Administration : Business Administration Colorado State University-Pueblo, Pueblo, CO Master of Business Administration, Degree Plus Program

Bachelor of Business Administration : Accounting Bachelor of Business Administration in Accounting, Degree Plus Program Bachelor of Business Administration in Management/Marketing

Professional Affiliations

National MS Society, Colorado-Wyoming Chapter, Denver, CO

Skills

Clients, Satisfaction, Accounting, Sales, Accounts And, Business Development, Database, Documentation, Existing Accounts, Outbound Calls, Human Resources, Accounts Payable, Accounts Receivable, Billing, Budgeting, Cash, Cash Management, Collections, Credit, Credit Card, Finance, Forecasting, Including Accounting, Payroll, Accountant, Inbound And Outbound, Sales Team, Telemarketing, Budget, Liaison, Maintenance, Audit, Bookkeeping, Tax Returns, Testing, Cashiering, Customer Service, Inventory, Inventory Control, Loss Prevention, Merchandising, Problem Resolution, Receptionist, Retail Sales, Sales Counter, Stocking, Drivers, Managerial, Networking, Marketing, Progress