

Michael Adams  
789 Maple Avenue  
Seattle, WA 98101  
555-777-1234  
michaeladams@email.com

**Objective:**

Enthusiastic and dedicated business development professional with a strong foundation in sales, marketing, and customer relationship management. Eager to leverage my skills and passion for growth in a new Business Development role, where I can contribute to the success of the team and the company.

**Skills:**

1. Excellent interpersonal and communication skills, both written and verbal.
2. Strong research, negotiation, and problem-solving abilities.
3. Familiarity with CRM software (HubSpot, Pipedrive) and Microsoft Office Suite.
4. Ability to analyze market trends, customer needs, and competitive landscapes.
5. Experience in developing and executing targeted sales campaigns.
6. Self-motivated, goal-oriented, and able to work in a fast-paced environment.

**Education:**

Bachelor of Arts (BA) in Marketing  
University of Washington, Seattle, WA  
Graduated: June 2021

**Work Experience:**

Sales and Marketing Assistant  
StIT, Seattle, WA  
September 2021 - Present

1. Assist in the development and execution of marketing strategies, including social media, email, and content marketing campaigns.
2. Conduct market research and competitive analysis to inform sales strategies and tactics.
3. Support the sales team in lead generation, cold calling, and the preparation of sales materials.
4. Collaborate with the customer service team to ensure a high level of client satisfaction and repeat business.
5. Maintain an up-to-date CRM system, tracking all sales activities, and generating regular reports for senior management.

**Internship:**

Business Development Intern  
StIT, Paris, FR  
January 2021 - April 2021

1. Assisted in the identification and pursuit of new business opportunities in the technology sector.
2. Conducted market research and competitive analysis to inform sales strategies and tactics.
3. Supported the sales team in lead generation, cold calling, and the preparation of sales materials.
4. Gained valuable experience in the technology industry and developed a strong understanding of the sales and marketing processes.

Certifications:

Digital Marketing Certification

Google Digital Garage, Seattle, WA

July 2021

Achievements:

Top Performing Intern, 2021 - InnoTech Solutions

Dean's List, 2018-2021 - University of Washington

References:

Available upon request.