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# BUSINESS DEVELOPMENT ASSISTANT RESUME

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## Objective:

To obtain the Business Development Assistant position and utilize my experience and skills for the successful completion of each job task.

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## Summary of Skills:

- Huge experience working with firm attorneys, support staff and administrative staff.
  - Ability to handle unexpected and time sensitive assignments.
  - Solid understanding of marketing
  - Strong verbal and written communications skills
  - Proficient with MS Excel, Word and Outlook
  - Excellent problem-solving skills and a strong customer focus.
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## Work Experience:

Business Development Assistant  
Wiley Rein LLP, San Francisco, CA  
August 2005 to till date

- Assisted in maintaining a library of pitch materials.
- Entered information into the firm's RFP language database.
- Edited, maintained and updated practice-specific pages of the firm website.
- Formatted, distributed and tracked client and prospect communications.
- Uploaded distribution lists and created distribution reports.

Business Development Assistant  
USA Shade & Fabric Structures Inc., San Francisco, CA  
May 2000 to July 2005

- Provided sales support for bid work.
  - Assisted in doing follow-up with marketing letters and literature.
  - Supported co-ordination of quarterly sales meetings.
  - Performed filing, faxing, mailing and reception coverage.
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## Education:

Bachelor's Degree in Business Administration  
Duke University, Durham, NC

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