
BUSINESS DEVELOPMENT ASSISTANT RESUME

Objective:

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

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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