

---

# BUSINESS DEVELOPMENT EXECUTIVE RESUME

---

## Job Objective:

---

Searching for a challenging career as Business Development Executive of well-established company in which to put my skills to the test.

---

## Highlights of Qualifications:

---

- Extensive experience in business-to-business relationship development for accounting and consulting services
  - Good expertise in cold sales calls and effective and immediate relationship building
  - Proficient in Internet and Microsoft Office Suite, e.g., Outlook, PowerPoint, Excel and Access
  - Ability to articulate value proposition and perform account qualification and opportunity assessment effectively
  - Ability to consult sell to high level decision makers and committees in large companies
- 

## Professional Experience:

---

Business Development Executive  
Staples Inc., Duluth, GA  
August 2007 – Present

- Sold company products and services and achieved a defined sales target.
- Identified customer needs and developed value added proposition proposal and pricing.
- Ensured accurate, cost effective implementation of accounts policies.
- Prepared activity reports and distributed marketing materials.
- Researched and identified market prospects and targets.
- Developed systematic marketing campaign.

Business Development Executive  
Moss Adams, Duluth, GA  
May 2004- July 2007

- Achieved sales revenue goals for acquiring new clients.
  - Assessed clients need for services.
  - Scheduled and arranged for new client appointments and calls.
  - Prioritized sales services and achieved new client acquisition goals.
  - Developed and implemented plans to contact targets.
  - Provided sales strategy and expertise in proposal development to help close new business.
- 

## Education:

---

Bachelor's Degree in Business Administration  
Brown University, Providence, RI

[Build your Resume Now](#)