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# BUSINESS DEVELOPMENT SPECIALIST RESUME

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## Summary:

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A result-driven individual who accomplishes tasks with utmost accuracy; a team oriented person who builds strong relationships and is a strong motivator who knows how to influence others to do their best work; has the ability to establish and maintain productive partnerships with clients.

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## Professional Experience:

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Business Development Specialist, March 2006 – Present  
Dent aware Supplies Inc., Washington, DC

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## Responsibilities:

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- Illustrated data graphically and translated complex findings into written text.

Business Process Developer, January 2004 – February 2006  
Bioexcel Group, Hartford, CT

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## Responsibilities:

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- Recommended process solutions to benefit the business in the short and long term.
- Consulted findings on problems and opportunities through business value analysis for unmet business needs.
- Composed grant applications, rebate applications, or project proposals to secure funding for sustainability projects.

Business Consultant Specialist, July 2000 – December 2003  
Dollar Foods Inc. Bridgeport, CT

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## Responsibilities:

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- Illustrated data graphically and translated complex findings into written text.

Business Process Developer, January 2004 – February 2006  
Bioexcel Group, Hartford, CT

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## Education:

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Bachelor of Science in Business and Economics  
University of Arizona, 1998  
Certified Professional Manager  
Professional Managers Association, 1999

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## Skills:

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- Strong problem solving abilities & out-of-the box thinking
  - Ability to design complex finance dashboards for CFO reporting
  - Excellent communication & presentation skills
  - Proficient in computer skills
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## Associations/Organizations:

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Professional Managers Association, VP  
National Contract Management Association, Member

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