
Business Development Support Resume

Job Objective

Seeking a position as Business Development Support in a reputable company that permits me to utilize my education and training for the development of the company.

Summary of Qualifications:

- Working experience in business development field
 - Profound knowledge of business development and marketing communications
 - Extensive knowledge of database and information management system
 - Exceptional ability to take initiative and interact with all levels of management
 - Immense ability to coordinate and effectively interact with team members, practitioners and marketing
 - Excellent written and oral communications skills
 - Proficient in Microsoft Office, in PowerPoint and Word
 - Excellent project management skills
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Work Experience:

Business Development Support, August 2005 – Present
Deloitte, Portland, OR

- Supported Growth Team in revenue growth initiatives and to expand business and retention activities.
- Developed market facing collateral and deliverables to client and presented document management support.
- Managed internal sharing site and proposed database to include data collection, preparation, input, extraction and maintenance.
- Answered ad-hoc requests from the practice, collateral development, data management, research and general support.

Business Development Support, May 2000 – July 2005
McKesson, Portland, OR

- Assisted with driving attendance to marketing and sales events.
 - Followed up with event attendees and non-attendees to set appointments.
 - Followed up with leads generated by marketing campaigns and set the table for external sales personnel to built the relationship and close the deal.
 - Entered customers and contacted notes to CRM database and NetSuite.
 - Prepared ad hoc projects to support business development initiatives and marketing campaigns.
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Education:

Bachelor's degree in Business Administration, Pittsburg State University, Kansas, KS

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