
Business Representative Resume

Job Objective

Seeking the opportunity to utilize my skills as an experienced Business Representative while helping company excel and meet long-term goals.

Highlights of Qualifications:

- Sound capability to determine solutions for consumers
 - Efficient ability to manage a full time schedule and flexible in traveling
 - Proven track record of exceeding business sales objective
 - Ability to identify, qualify and close new opportunities
 - Ability to develop and execute total Business Plan for assigned territory
 - Sound typing skills and good interpersonal skills
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Professional Experience:

Business Representative
Kaiser Permanente, Baltimore MD
November 2006 – Present

- Handled sales within assigned territory and efficiently identified prospects.
- Extended sales presentation and proposals to prospect and followed up with the prospects.
- Formulated final contract for signature and handled all paperwork.
- Managed follow-up's after installation.
- Handled customer retention.

Business Representative
Treeline, Inc., Baltimore MD
February 2001 – October 2006

- Scrutinized correspondence, application, legitimate documents.
 - Coordinated with agents or insured/s to extract supplemental information.
 - Forwarded risk involved matters to underwriter for assessment and even followed up on supervision requirements.
 - Uploaded and reviewed data in computer system.
 - Extended customer service to consumers.
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Education:

Bachelor's Degree In Business
Midwestern State University, Wichita Falls, TX

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