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## Economic Development Officer Resume

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### Job Objective

Seeking organization with the potential to expand and grow in which my Economic Development Officer skills can be utilized to their fullest.

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### Highlights of Qualifications:

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- Great experience in preparing of complex funding applications
  - Skilled in developing and implementing economic development plans
  - In-depth knowledge of economic Development theories and practices
  - Familiarity with local, regional and territorial economic development potential and opportunities
  - Ability to develop and analyze business plans
  - Excellent written communications skills
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### Professional Experience:

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Economic Development Officer, August 2005 – Present  
Virginia Tech, Providence, RI

- Carried out surveys, research and consultations to write a local economic development strategy.
- Created an action plan to implement the economic development strategy and monitored its progress.
- Responsible for project managing economic development and regeneration schemes.
- Provided advice on market analysis and economic opportunities.
- Encouraged sustainable business practices.

Economic Development Officer, May 2000 – July 2005  
FairPoint Communications, Providence, RI

- Provided advice for local entrepreneurs and business start-ups.
  - Acted as a first point of call for investment enquiries.
  - Promoted the development of tourism in the area.
  - Developed promotional strategies to expand business.
  - Provided assistance on developing a business plan.
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### Education:

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Bachelor's Degree in Economics, Northwestern Health Sciences University, Bloomington, MN

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