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## Online Bidder Expert Resume

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### Job Objective

To use my skills as Online Bidder Expert and acquire a position within your organization.

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### Highlights of Qualifications:

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- Exceptional experience in bidding online and generating revenue
  - Huge knowledge of drafting business proposals
  - Good understanding of online bidding process
  - Familiarity with Elance, GURU, Odesk and virtual Worker bidding process
  - Wide knowledge of B2C and B2B Auction sites
  - Ability to estimate the project price based on the requirement gathered
  - Ability to write web content, draft emails and proposals
  - Ability to facilitate all interpersonal communication
  - Ability to interact with clients efficiently
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### Professional Experience:

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Online Bidder Expert  
Magellan Health Services, Brookline, MA  
August 2007 – Present

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### Responsibilities:

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- Managed all communication with clients to convert all bids.
- Developed proposals documents to facilitate bidding processes.
- Maintained efficient projects for all online bidding process.
- Analyzed and identified projects on various channels and assisted in bidding process.
- Determined appropriate company profile on all online bidding sites.
- Monitored different channels and managed various business.

Online Bidder Expert  
High Construction Company LLC, Brookline, MA  
May 2004 – July 2007

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### Responsibilities:

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- Developed strategies to expand client base in international market.
  - Coordinated with clients and software professional for online bidding process.
  - Collaborated with decision makers for various business development processes.
  - Analyzed client requirements and provided appropriate bidding solutions.
  - Implemented various activities to achieve marketing objectives.
  - Facilitated bidding on various portals.
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### Education:

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Master's Degree in Information Technology  
Great Basin College, Elko, NV  
Bachelor's Degree in Computer Science  
Fairfield University, Fairfield, CT

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