
Online Bidder Expert Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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

Responsibilities:

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

Responsibilities:

- 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:

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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