

BUSINESS DEVELOPMENT MANAGER

Summary

Extensive and diverse sales, business development, and management background. Creative professional with records of increasing revenue and department effectiveness. Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multi-task when necessary. Customer focused with diverse industry experience including security, computer, sales, management, psychology, non-profit, and retail. Enjoys learning new programs and processes. Team player who is attentive to detail and able to work in fast paced environments. Excellent oral and written communication skills.

Highlights

- Trained in business development
- Accomplished in relationship selling
- Friendly and cheerful
- MS Office proficiency
- Team leadership
- Proven sales track record
- Goal-oriented
- Detail-oriented
- Exceptional time management
- Analytical problem solver
- Sales management

Experience

Business Development Manager 07/2015 to Current Company Name City , State

- Generate new business from cold calling efforts
- Manage advertisement budget
- Maintain key performance measures
- Identify, coordinate and participate in client relationship-building activities and meetings.
- Assist sales managers with new and pre-owned sales through writing, negotiating, and closing sales
- Develop and manage CRM tool
- Design social media content and company webpage
- Conduct discovery and needs analysis with each potential client
- Participate and make recommendation in screening/hiring and development of associates

Sponsorship & Exhibition Account Executive 07/2015 to Current Company Name City , State

- Research and develop a list of potential sponsors for each MMA event
- Develop and maintain relationships with existing and potential sponsorship clients
- Keep precise records of conversations with all clients and sponsors
- Invoice sponsors once agreements have been reached
- Coordinate various services for clients and sponsors
- Assist in preparing promotional material
- Maintain knowledge of MMA event timelines and sponsorship deadlines

Internal Operations Manager 08/2014 to 07/2015 Company Name City , State

- Manage reconditioning process of all pre owned vehicles
- Resolve customer complaints in a quick and friendly manner
- Handle all internal service tickets
- Sell customers additional service based off recommendations of technician
- Increase service department revenue and profit by 30% in just 6 months
- Develop and share best sales practice throughout service department
- Support sales, business office, and buyer when needed

Used Car Manager 02/2013 to 08/2014 Company Name City , State

- Procure and sell pre-owned inventory through auction sites, 3rd party vendors, and physical car auctions
- Appraise customer trade ins
- Assist sales professionals in pre-owned sales including customer relationship building, negotiating, and arranging financing
- Increase pre-owned sales from 40 cars per month to 70 cars per month within 3 months
- Participate and make recommendation in screening/hiring and development of associates

Business Development Sales Manager 07/2009 to 01/2013 Company Name City , State

- Cold and warm called 80-100 new and existing accounts per day.
- Manage advertisement budget
- Maintain key performance measures
- Contact new and existing customers to discuss how specific products could meet their needs.
- Identify, coordinate and participate in client relationship-building activities and meetings.
- Assist sales managers with new and pre-owned sales through writing, negotiating, and closing sales

- Develop and manage CRM tool
- Design social media content and company webpage
- Manage online inventory
- Participate and make recommendation in screening/hiring and development of associates

Internet Sales Manager 05/2007 to 07/2009 Company Name City , State

- Manage, analyze, and data mine CRM
- Acquired new sales opportunity by filtering incoming calls and aggressive follow up with existing customers
- Negotiate and close sales
- Manage monthly online advertisement budget
- Manage online inventory
- Forecast e-commerce sales along with planning and implementing changes along the way to maximize sales, revenue, and profit.

Sales Consultant 01/2007 to 05/2007 Company Name City , State

- Identify prospective customers using lead generating methods and performing an average of 60 cold calls per day.
- Develop tools to track and monitor personal sales opportunities, deals in progress and finish contracts.
- Retain and ensure proper handling and care of 150 existing client accounts.

Education

Master of Science Degree : Psychology May 2012 Argosy University City , State

Bachelor of Science : Integrated Marketing Communications December 2006 Winthrop University City , State , York

Volunteer

Richardson Animal Rescue, York, SC (March 2015)

Fort Mill Rescue, Fort Mill, SC (July 2009 to August 2012)

Flex Mortgage, Rock Hill, SC (September 2006 to December 2006)

Habitat for Humanity, Rock Hill, SC (September 2006 to December 2006)

Global at Winthrop University, Rock Hill, SC (September 2003 to December 2006)

Military Experience

Air Defense Artillery 03/2002 to 03/2008 Company Name

- Air Defense Artillery
- Earned numerous awards and medals including the Army Achievement Medal
- College ROTC instructor

Skills

Account management, business development, client relations, cold calling, computer literate, computer proficient, creative problem solving, CRM systems, customer needs assessment, customer satisfaction, customer service, expense control, lead development, marketing, multi-tasking management, reporting, sales, MS office, HTML coding, CNA certificate