

BUSINESS DEVELOPMENT REPRESENTATIVE

Summary

Dedicated Business Development Representative who is a detail-oriented self-starter and congenial salesperson who has excelled in closing percentages. Background in inside sales and customer service.

Skills

- FCA Kain Automotive training (3 steps to digital success)
- Chrysler Certified Employee
- CRM training

Highlights

- Seasoned in conflict resolution
- Strong organizational skills
- Energetic work attitude
- Adaptive team player
- Telephone inquiries specialist
- Multi-line phone talent
- Exceptional communication skills
- Excellent time management
- Leadership abilities
- Quick Learner

Experience

Company Name City , State Business Development Representative 07/2016 to 10/2016

- Answered customers' questions regarding products, prices and availability.
- Emphasized product features based on analysis of customers' needs.
- Responded to all customer inquiries in a timely manner.
- Shared product knowledge with customers while making personal recommendations.
- Maintained friendly and professional customer interactions.

Company Name City , State Internet & Social Media Manager 12/2015 to 07/2016

- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Recommend products to customers, based on customers' needs and interests.
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.
- Create and publish engaging posts on various social media forums (Facebook, Twitter, Instagram, etc.).
- Respond promptly to all reviews regarding the company.
- Compose and send compelling email blasts weekly to generate business.
- Conduct weekly meetings discussing current sales percentages of the Business Development Department.
- Update information on the company website frequently.

Company Name City , State Manager 10/2014 to 04/2015

- Trained new employees and brought them up to the restaurant standards.
- Finished all tasks in a timely manner.
- Oversaw all customer complaints and assist the problem correctly for the best benefit of the customer and the store.

Company Name City , State Server & Lead Bartender 04/2012 to 07/2015

- Provided excellent customer service.
- Worked closely with other servers and kitchen staff to ensure that the restaurant runs efficiently.