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| Andrew Smith  BUSINESS DEVELOPMENT EXECUTIVE | | 11, Old Street, The Town, City, NG1 234  (01949) 123456 - andrewsmith@aol.com | |
| PERSONAL STATEMENT  I am an experienced Business Development Executive with a proven track record of increasing sales for some of the UK's leading brands. I am competent in preparing and executing business action plans to ensure that every opportunity to promote the products and to increase sales and profit has been maximised. I am looking for a Business Development post within a growing SME.  KEY SKILLS | | | |
| * Proven sales experience. * Motivated, tenacious and excited about development and progression. * Commercially minded. * Fantastic communication skills and relationship building. * Commercially astute with previous ownership of P&L. * Proven ability to work independently and to deadlines. * Excellent time-keeping. | * Great organisational skills * Proven strong work ethic, simply passionate about doing a great job! * Full UK Driving Licence. * Well-presented and well spoken. * Native English speaker, fluent in French and German. * Demonstrated ability to plan, multi-task and prioritise. * Goal-oriented, entrepreneurial, proactive. | | * Experience of Salesforce and other CRM systems. * Key account management training and experience. * Microsoft office 365 proficient * Ability to speak in front of large groups. * Demonstrated teamwork, communication (written and verbal), and organisational skills. * Meticulous with excellent attention to detail. |
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WORK HISTORY

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| 2014 – Date | Business Development Executive  *XYZ Motors Ltd, Nottingham Road, Derby*   * Leading the discussions with new clients to understand their requirements, managing client expectations, optimising client relationships; * Developing and coordinating efficient commercial transaction processes including proposals, pricing and contracting; * Identifying and contacting prospective customers and building positive relationships to generate future sales and repeat business. Using different modes of contacting including emails, telephone and skype calls, personal visits; * Contacting clients with standard inquiries (i.e. clarifying baseline price / quote information, proposal delivery logistics, etc); * Actively participating in achieving annual sales targets; * Reviewing price/quote requests to ensure initial understanding of client requirements and assisting CEO with managing various aspects of quote, proposal and RFI (request for information) development for assigned opportunities; * Ensuring timely and consistent delivery of assigned proposals to clients. |
| 2011 - 2014 | Business Development Executive  *ABC Foods Ltd, Nottingham Road, Derby*   * Participating in the development of marketing tools; * Participating in specific industry trade shows and meetings; * Actively participating in business intelligence: keeping awareness to any new relevant information allowing to optimise the company competitive edge; * Responsible for designing and delivering key elements of the promotional plan to strengthen the company’s position in a highly competitive market; * Ensuring timely and consistent delivery of assigned proposals to clients; * Performing data entry into databases, as appropriate (e.g. updates, proposal number requests and generating both regularly scheduled and impromptu reports). |

EDUCATION

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| 2007 - 2009 | Degree in Business Studies (Upper Second Class Honours)  *Lincoln University* |
| 2005 – 2007 | A Level English (B), Maths (C), Computer Science (C), Art (C)  *Lincoln College* |
| 2001 – 2005 | 9 GCSEs grade C and above including English (B) and Maths (B)  *Lincoln Comprehensive* |

PROFESSIONAL MEMBERSHIPS

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| Since 2017 | Institute of Sales Management (ISM)  Full member |
| Since 2015 | National Business Development Association (NBDA)  Full member |

INTERESTS

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When I am not at work, I love visiting the gym, rowing, running, hiking, abseiling, playing tennis and spending time with my family.

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REFERENCES

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| --- | --- |
| Jim Bowen  *XYZ Motors Ltd, Nottingham Road, Derby*  Jim.bowen@xyzmotors.co.uk  (01332) 123456 | Tim Smith  *ABC Foods Ltd,*  tim.smith@abcfoods.co.uk  (01332) 123457 |

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