

# Steve Jones

## Business Development Manager

Dayjob Ltd  
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### PERSONAL STATEMENT

An experienced and talented business development manager who has the motivation and right skill sets needed to ensure targets are met and everything gets done on time and to budget. Steve is highly organised, ambitious, driven and possesses the capability to develop maximum sales and profitability. Having superb communication skills means that he is more than able to build a profitable relationship with customers and key decision makers alike. He is someone who goes out and gets what he wants rather than waiting for it to be brought to him. Right now he is looking for a suitable position with a company that employs smart people and offers its staff great opportunities to learn, grow and succeed.

### AREAS OF EXPERTISE

#### MANAGERIAL

- Able to work independently in a fast paced and rapidly changing environment.
- Build business in new markets and areas.
- Can identify threats as well as opportunities.
- Developing and motivating teams to do better.
- IT literate and proficient in MS Word, Excel, PowerPoint and Outlook.
- Comfortable in dealing with Senior Managers or Executives.
- Developing business relationships through networking.
- Can communicate complex technical data and statistics clearly.
- Ability to win and retain long-term high quality clients as well as recurring business.

#### PERSONAL

- Able to cope with pressure and work in a fast paced environment.
- Willing and capable of learning and adapting quickly.
- Understanding a client's needs and issues from a business point of view.
- Ability to communicate in a clear and effective manner.
- Having the patience to deal with multi decision maker sales processes.
- High level of personal organisation and time management skills.
- Ability to always maintain self-motivation and be consistently pro-active.

### CAREER HISTORY

#### **Construction Company - Coventry**

BUSINESS DEVELOPMENT MANAGER April 2009 – Present

Responsible for managing new and existing accounts and developing them to their full potential to ensure consistent recurring revenues. Also in charge of providing clients with a service that continually delivers significant value and meets their needs.

#### **Duties**

- Giving continuous accurate and relevant feedback to company Directors and Senior Manager.
- Reviewing existing contracts and looking for growth opportunities.
- Bringing together necessary resources to deliver on client objectives.
- Ensuring that the sales database is always up to date and accurate.
- Implementing sales and marketing strategies and plans.
- Ensuring that proper procedures and practices are in place so that maximum efficiency is achieved.
- Acting as an ambassador of the business at all times.
- Identifying prospective clients and then contacting them.
- Participating in product or service development and design.
- Assisting in the recruitment, training and development of staff.
- Developing new and old clients to grow them into a diversified customer base in a specialist niche market.

#### **Building Company - Coventry**

ASSISTANT MANAGER June 2008 – April 2009

### ACADEMIC QUALIFICATIONS

Birmingham North College	2005 - 2008	Management Degree
Birmingham South School	2003 - 2005	A Levels: Maths (B) English (A) Physics (C) Geography (A)

REFERENCES – Available on request



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