

Business Development Manager Resume Sample www.timesresumes.com

Name & Personal Details of clients are not included for Anonymity

Address: xxx

Mobile: xxxxxxxxxxxxxxxxxxxxxxxx **email:** xxxxxxxxx@gmail.com

Accomplished Business Development Manager with over 30 years experience in business development, finance, investment and real estate brokering, in the USA. Demonstrated a consistent record of success to analyze viability of business ideas, develop creative strategies, and implement processes that produce results on time, within budgets, and beyond expectations. Independent owner of a Real Estate Brokerage Business.

SKILLS

- Administration & Organization
- Management & Operations
- Communications & Coordination
- Recruiting, Training & Motivating
- Marketing and Sales Initiatives
- Strategic Business Planning
- Problem Solving
- Financial Analysis
- Soft Negotiations
- Team Building
- Trade Shows
- Consulting
- Market Research & Analysis
- Market Penetration and Expansion
- Marketing Proposals & Packages
- Seminars & Presentations
- Cultivating & Maintaining Loyal Client Relations

CAPABILITIES

- ❖ **Forward-looking and pioneering**, with a passion for challenging projects and ability to **efficiently design systems and processes**, successfully develop research ideas, frame hypothesis, analyze quantitative and qualitative data, synthesize findings.
- ❖ **Comprehensive** writing, presentation, review, team assessment and team building qualifications.
- ❖ **Analyze, Plan, Implement** and employ proactive management, strong leadership techniques and people management skills to generate accomplishment-driven workplace environment.
- ❖ **Ability to record** accurate market analyses needs assessments and formulating short and long-term projections for start-up, growth, and conversion operations.
- ❖ **Ensure client satisfaction and customer retention** through Strategic Business Planning and Client Relationship Management and by implementing client specific procedures, methodologies and standards.
- ❖ Effectively **analyze, compile** and **synthesize** data into written reports.

EXPERIENCE

Reliance Real Estate – Real Estate Broker 1988 to present

- ❖ **Established** a Real Estate Brokerage Company and have transacted over 70 million dollars worth of properties since 1988.

Construction & Interior Design – Planning & Designing 2005 to 2012

- ❖ **Independently planned, directed and oversaw** the entire renovation and construction process of three residential houses from 3000 sq ft to 4000 sq ft each in India.

CRM Software Project – Project Design & Management 2002 to 2005

- ❖ **Led, managed, designed and developed** an enterprise level commercial real estate (CRM) customer relationship management software, specific to hotels/motels in India.

Marcus & Millichap – Sales Broker 1999 to 2002

- ❖ **Engineered** an innovative marketing & sales strategy, implemented a unique sales proposal process, designed a strategic and methodical tracking system and procedure which resulted in 25 exclusive hotel/motel properties' listings in a span of three years. Closed 12 transactions worth \$57,135,000.

Reliance Financial Insurance Services – Self-Employed 1993 to 1998

- ❖ **Developed** own Financial Services Business. Created and implemented a personal Business Plan. Maintained Client Rapport and Loyalty, Analyzed, Prepared and Presented Strategic Financial plans for clients.

Ram Corporation – Hotel Management & Marketing 1983 to 1993

- ❖ **Negotiated**, purchased distressed properties, Renovated, Franchised, Organized, Designed and Implemented Procedures and Systems, Created and Executed Business and Marketing Plans, as well as oversaw and managed three Franchised Properties. Strategically survived the Gulf war and the L.A. Riots by hiring top consultants who personally trained and guided me to take the management of our properties from a mom and pop style management to professional and sophisticated style of management.

Mary Kay Cosmetics - Sales Director - Consultant 1982 to 1983

- ❖ **Directly Recruited, Trained and Motivated** a group of thirty Sales People. Responsibilities included writing newsletters, giving presentations, holding weekly meetings, conducting seminars on Time Management, "How to dress for success" and Positive Thinking. Became a Sales director within the shortest period allowed in the Company.

Bank of America – Loan Officer 1981 to 1982

- ❖ **After Completing One Year Training** Program for Bank Managers, was assigned as a Loan Officer for the Riverside City Main Branch. Interviewed loan applicants for homes, cars and personal loans, analyzed client applications and financial statements, wrote recommendations for presentation to loan committee, called clients on delinquent loans.

EDUCATION

- ❖ **Bachelor of Arts** (Business Administration) - California State University, Fullerton. (Emphasis on Market Research and International Marketing)
- ❖ **Dean's List – Outstanding Woman of the Year 1977**
- ❖ **California Real Estate Broker's License** Since 1988
- ❖ **Computer Skills** include: Windows as well as Apple based Software. Internet, MS Office.

REFERENCES - Available upon request.