

Jacob Cooper

Business Development Manager

Looking for employment as a Business Development Manager where I get to implement my extensive experience and background in enterprises and developing client proposals, documenting process flows, and negotiating changes.

## EXPERIENCE

Business Development Manager 2011 – present

GREAT COMPANY Chicago, IL

Conducting supervision of common operations, repair and maintenance of buildings and systems.

Developing and implementing routines to maintain envelop and ground systems. Executing various construction operations following safety codes and safety policies. Modifying facility “as built” renditions on software systems such as CAD or CAFM tools. Verifying and approving billing for expenses related to building.

Business Development Assistant 2005 – 2011

AWESOME ORGANIZATION Chicago, IL

Performed annual operating budget preparation for construction sites. Assisted in relationship development with internal and external clients via suppliers. Monitored and updated inventory lists of property for tool operations. Reviewed operational changes to approach and decided their influences on Division, Branch and Courts. Secured clients satisfaction with all inside and outside customer base.

Business Development Assistant 2003 – 2005

GREAT ORGANIZATION Aledo, IL

Enforcing strategic sales operations resulting in new businesses in appropriate marker sector. Develop business relationships with business clients within client organization. Engaging in sales of cutting- edge technical services to clients. Providing assistance to offer new market scopes to clients.

## EDUCATION

Bachelor of Science in Marketing 2011 – present

MICHIGAN STATE UNIVERSITY Chicago, IL

Bachelor of Science in Management 2001 – 2011

BURT TOWNSHIP SCHOOL Chicago, IL

## REFERENCES

John Doe Sales Director

Chicago State University (123) 123 4567

Margaret Jackson Project Manager

Johnson & Johnson (123) 987 6543

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