Elizabeth Miller

Business Development Manager

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| --- | --- | --- |
| Seeking Business Manager position in an organization where I can utilize my skills and be an asset to the employer. | | |
| * Manufacturing * Sales ideologies * Value proposals * Microsoft Office | * Business Marketing * Project Management * Human Resources * Accountability | * Communication Skills * Time Management * Curiosity * Resourcefulness |

## EXPERIENCE

XYZ COMPANY - Chicago, IL

**Business Development Manager**, 2011 – present

* Devising, developing, and handling business metrics, reviewing and finding out the root cause of the problem.
* Offering intricate business and financial reviews to enrich business assessments both within and across groups that drive lucrative growth.
* Enhancing the productivity through business course mapping, investigation, and reengineering.
* Delivering feedback to the General Manager on the procedure to develop organizational capability and enhance the business.



ABC Company - Chicago, IL

**Business Development Assistant**, 2005 – 2011

* Interacting with the principals' market appointments and key account calls.
* Offered principals' capacity, share and sales elementary objectives at the lowermost probable price.
* Built and managed organization’s yearly budget.
* Handled everyday finance and accounting activities.



**411Company - Aledo, IL**

**Business Development Assistant**, 2003 – 2005

* Used suitable software to handle ventures and financial records
* Supervised office setup including: telephone systems, computer systems, accounts payable and receivable and seller management.

## EDUCATION

**Bachelor’s Business Administration**, Chicago State University, 2005 – 2013

**Master of Finance**, Chicago State University, 2001 – 2005

## REFERENCES

**John Doe**, Sales Director / Chicago State University, (123) 123 4567

**Margaret Johnson**, Project Manager / Johnson & Johnson, (123) 987 6543

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