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## Construction Business Development Manager Resume

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### Job Objective

To obtain a secured position as Business Development Manager – Construction and so I can become a valued member of the team while moving forward with my training in this field.

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### Highlights of Qualifications:

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- Admirable experience to prepared proposals and publish it
  - Deep knowledge of client operations
  - Sound knowledge of MS windows and associate software
  - Ability to manage all production processes
  - Ability to prepare demonstrations for various audiences
  - Excellent communication skills in both oral and written forms
  - Amazing organizational skills
  - Ability to negotiate with clients
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### Professional Experience:

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Business Development Manager – Construction

Mission Systems Group, Cedar Rapids, IA

October 2008 – Present

- Developed and implemented company strategies for business.
- Participated in various trade shows and golf tournament for business.
- Analyzed acquisition of new customers and retain customers.
- Developed and maintained relationship with key personnel.
- Determine efficient customer base and achieved all objectives.
- Prepared marketing presentations for all company services.
- Designed client database and update it on regular basis.
- Maintained knowledge on local and competitor activities.

Business Development Specialist

Parsons Corporation, Cedar Rapids, IA

August 2003 – September 2008

- Evaluated bid specifications and prepared request of proposal.
- Provided technical assistance to team members and personnel.
- Monitored resource plans and ensured compliance to all project schedules.
- Performed research and prepared proposal materials for organization.
- Organized technical materials and ensured quality.
- Prepared budgets and expenditures reports and maintained it.

Business Development Representative

The Revere Group, Cedar Rapids, IA

May 1998 – July 2003

- Developed and maintained client contacts.
  - Prepared comprehensive files and performed various activities.
  - Maintained knowledge on business trends and performed survey.
  - Monitored and ensured compliance to company policies.
  - Analyzed invitation bid and provided response on regular basis.
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### Education:

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Bachelor's Degree in Construction Management

Lemoyne-Owen College, Memphis, TN

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