

# Robert Smith

## *New Business Analyst*

### PERSONAL STATEMENT

Responsible for Answering incoming calls related to various products, maintenance, suitability rules, and regulations. These include compliance interpretation, problem resolution, field education, and Securian promotion.

### WORK EXPERIENCE

#### ***New Business Analyst***

**ABC Corporation - February 2000 - April 2007**

##### *Responsibilities:*

- Operated as a key member of the sales pursuit team.
- Worked with Sales and Business Development Leaders to identify and mitigate risks while controlling internal costs during business pursuit process.
- Developed both costing and pricing structure of \$5 million to \$700 million global new business deals with EDS end customers.
- HEMPHILL Assisted in design of a mainframe contract proposal allowing us to secure a \$200 million in revenue, 3 year contract.
- Analyzed prospect IT budget to ensure meeting 15% savings target through best shore/outsourcing agreement.
- Established transparent, detailed financial models to create fact-based pursuit proposals allowing for more accurate executive review and approval.
- Prepared briefings and financial summaries for Business Partners, Finance/Sales Leadership to improve win rate of new logo contracts.

#### ***New Business Analyst***

**Delta Corporation - 1997 - 2000**

##### *Responsibilities:*

- Processing incoming Small Business New Groups for Medical, Dental, Vision and Life insurance coverage Responsible of answering agents inquiries about .
- Duties included performing basic takeover asset allocations and reconciliation of participant accounts and plan assets.
- Responsible for setting up data and systems, analyzing sold plans for conformation to systems and procedure review, analyze and evaluate plan .
- In addition, support co-workers with spin-offs, mergers and acquisitions for current clients and monitoring clearing balances.
- Process all new and existing applications.
- Making sure all applications were up-to-date.
- Making sure all applications are accurate.

### Education

MBA

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Word, Lotus Notes,  
Onenote, Excel,  
Customer Service.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

