

YOU R. NAME

1234 Main St., San Antonio, TX 78201
(210) 555-1234 You.R.Name@domain.com

EDUCATION

The University of Texas at San Antonio, San Antonio, TX
Master of Business Administration Expected Graduation: December 2009
Concentration in Marketing, **GPA: 3.7**

The University of Texas at Dallas, Dallas, TX
Bachelor of Business Administration in Marketing, **GPA: 3.3** May 2003

EXPERIENCE

Director of Global Business Development
ACME International, LLC, San Antonio, TX June 2006 – present

- Responsible for the oversight of a nine-member business development team assigned to the state of Texas
- Define sales objectives to include the development of ten-year projections
- Develop international relationships in Asia and Latin America
- Administer organization's \$10M Corporate Giving Fund
- Organize trade missions with foreign embassies and host foreign dignitaries to build strategic international relationships

Business Development Manager
Big Time, Corp., San Antonio, TX April 2004 – May 2006

- Served as liaison between Research and Development Team and Business Development Team to establish sales metrics
- Increased sales by 35% to generate annual sales of \$3.5M
- Managed the development and relationship of 74 new clients in the Southwest Texas area to include a 52 county region

International Business Associate
Ewing Realty, Dallas, TX June 2002 – January 2004

- Identified and provided outreach to international corporate executives relocating to the Dallas area
- Prepared and implemented marketing plan to increase sales by 70%
- Represented the company at Chambers of Commerce committees and events

PROFESSIONAL ORGANIZATIONS AND RECOGNITIONS

- San Antonio Society for the Advancement of Professionals, Vice-President 2007
- American Business League, International Contemporaries Chair 2004 – 2006

SKILLS AND CERTIFICATIONS

- Trilingual – fluent in Spanish, French and English (read, write and speak)
- NASBITE Certified Global Business Professional 2003