

Joan DeCola

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## Professional Summary

Organized and professional business development manager with long and successful career. Experienced in sales, client service, corporate statistical analysis, and marketing. By employing strategic plans and staying up to date on the market situation, I have helped small businesses thrive and succeed, increasing their profits and minimizing the cost of labor through efficiency improvement.

## Work Experience

### **Business Development Manager**

#### **2010 to present**

- Ensure that continuous growth is achieved in sales, efficiency, and marketing.
- Oversee all departments to identify areas of potential improvement and develop plans and marketing strategies to implement changes.
- Maintain knowledge of market changes to make the most informed decisions possible.
- Take part in interview process, providing input into which candidates are hired.

### **Financial Growth Advisor**

#### **2008 to 2010**

- Analyzed financial data and offered consultation for potential growth.
- Assessed the risk of investments and aided corporate decisions to minimize loss.
- Applied economic understanding to encourage market presence and influence.

### **Sales Department Head**

#### **2004 to 2008**

- Oversaw all sales representatives to determine whether quotas were being met.
- Managed all client accounts and guaranteed strong relationships with acceptable interactions.
- Ensured clients were satisfied and would continue their business with the company.

## Education and Training

### **Master of Business Administration**

**Bachelor of Science in Marketing, 2000  
2002**

University of San Diego

California

**Skills**

- Extensive sales and marketing knowledge
- Interpersonal communication, both written and oral, applied internally and externally
- Management and leadership
- Critical thinking, analysis skills, and decision-making
- Customer and personal service

**Hobbies and Interests**

In my free time, I enjoy reading magazines and newspapers to stay current on market trends and current events. I also practice my public speaking and pronunciation. To stay active, I enjoy tennis and jogging. I also try to travel as much as I can with my busy schedule in order to experience other cultures.