

Amelia “Grace” Robinson

linkedin.com/in/robinson-grace/ | (704) 770-7831 | grace.robinson16@gmail.com

EXPERIENCE

Trideum Corporation

Huntsville, AL

Program Control Analyst

September 2024–September 2025

- Provided government contracting budget support and financial analysis for program managers and executives presented at PMRs and viewable on PowerBI
- Developed, budgeted, and maintained financial reports for FFP, CPFF, and T&M projects using Deltek Costpoint Planning
- Collaborated with contracts and accounting for project close out, ensuring accurate and timely reporting
- Approved labor and material invoices to be sent to customers in meetings with accounting team
- Entered contract modifications and completed new project set up in Costpoint

Motive

Remote

Sales Development Representative

April 2024-September 2024

- Contacted and source prospective clients through a variety of communication mediums
- Qualified accounts based on research, data analysis and outreach
- Generated sales pipeline through coordination with Account Executives and prospective customers
- Strategized with team to create an outreach plan to engage decision makers
- Leveraged relationship skills and time management to foster customer engagement in a remote environment
- Achieved Mid-market SDR of the month for exceeding quota, demonstrating client engagement

NCR

Atlanta, GA

Inside Sales Specialist

July 2022-April 2024

- Sourced net new business through B2B sales; engaged with C-suite, directors, and executives internal and external
- Procured revenue opportunities within the enterprise and national space
- Generated \$15 million in opportunities across eleven sales meetings
- Exceeded 2023 quota by 23% and achieved President’s Club

EDUCATION

Auburn University

Auburn, AL

Habert College of Business

May 2022

Bachelor of Science in Business Administration, magna cum laude

- Major: Marketing | Minor: Technical and Professional Communications
- GPA: 3.7/4.0 with Honors: Dean’s List

CERTIFICATIONS/SKILLS/INTEREST

Certifications: Microsoft Office Specialist: Excel Associate and Microsoft Excel Expert (Office 2019)

Skills: Deltek Costpoint, Financial Analysis and Planning, MS Office Suite, Collaboration, Data Analysis

Interest: Relationship Building, Auburn University, Fitness, Budgeting, Marketing and Communications