

# Robert Smith

## Managing Consultant/Specialist

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](http://linkedin.com/qwikresume)

Address: 173 7 Marshville Road, Alabama

### SUMMARY

Professional objective is to utilize and enhance proven analytical skills, and experience as an information systems manager, project manager, business analyst, programmer/analyst and financial systems analyst.

### SKILLS

Enterprise Architecture, Principle Consultant, IT Service Management, IT Optimization.

### WORK EXPERIENCE

#### Managing Consultant/Specialist

ABC Corporation - February 2003 - May 2004

- Project management for Solomon IV custom integrated accounting applications.
- Testing new and modified Visual Basic programs and Crystal Reports for performance and adherence to standards.
- Visual Basic programming for custom Solomon IV applications.
- Database maintenance and modification of a SQL Server database.
- Technical support and troubleshooting for Solomon accounting software.
- Designing and modifying existing Crystal Reports as required.
- Audit and reconciliation duties to assure accurate processing of incoming payments.

#### Managing Consultant

AEC Business Solutions - 1998 - 2003

- Providing marketing and business development support services to small architecture, engineering and construction firms.
- Services include Proposal Production generate responses to RFQs/PS, facilitate strategy meetings, coordinate team members efforts, and write/edit/format document.
- Interview Preparation produce interview visual aids and coach team members on interview performance.
- Client Perception Surveys create targeted questionnaire, interview clients, provide a detailed findings report with recommendations, and create client testimonials from responses.
- Strategic Marketing Plans development of short- and long-term plans that identify business development and marketing strategies and obstacles with an implementation plan that outlines goals and action items.
- Lead Review vet business development opportunities and advise clients on go/no go decisions.
- Copywriting and editing for websites, marketing collateral, and case studies.

### EDUCATION

Bachelor of Science in Computer Science - (Troy State University - Montgomery, AL)