

Vice President Of Operations

ROBERT SMITH

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Objective

Accomplished and energetic Regional Franchise Vice President Of Operations with a solid history of achievement in Operations. Motivated leader with strong organizational and prioritization abilities looking to secure a position with a dynamic organization that will allow me to use my skills, experience, drive, and motivation to better both the organization and myself. To secure a leadership position with a forward-thinking company where I can utilize my diverse experience and share my expertise and dedication in an environment that offers challenging growth and continued learning opportunities.

Skills

Strategy & Message Development, Communications, Media Relations, Operations Management, Database Management, Process Improvement, Business Analysis

Work Experience

Vice President Of Operations

ABC Corporation - August 2011 - January 2015

- Performed as a key member of the executive leadership team responsible for the daily management of the company's health and the development and implementation of organizational strategic goals.
- Responsible for supervision and management of operations team including accounting, event planning, information technology, human resources, and administrative services.
- Major responsibilities included finance prepared and monitored consolidated organizational annual budget in excess of \$4.25m.
- Prepared monthly, consolidated financial statements, cash flow analysis, budget, etc.
- Presented consolidated financial reports at bi-monthly meetings of the board of directors.
- Prepared and monitored budgets for more than 10 concurrently running federal, state, and private foundation awards and contracts.
- Closely monitored temporarily restricted grant funds and their expenditures.

Senior Vice President Of Operations

ABC Corporation - August 1998 - August 2011

- Managed all accounting functions including accounts payable and accounts receivable, federal, state and private foundation awards and contracts invoicing or drawdown, and professional service profitability analysis.
- Managed banking activities across multiple financial institutions and various accounts, including multiple checking and savings accounts, market investment accounts, and ladder certificates of deposit.
- Provided monthly budget expenditure reports and required periodic funding agency report data to project leads.
- Collaborated with staff on training personnel in operational procedures.
- Worked with supervisory staff to identify problems and suggest changes in methods and procedures.

- Partnered with members of the executive management and regional teams in enhancing performance in all levels of associates.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor Of Arts in Business Management, Minors in Accounting And Organizational Psychology - 1985(Chadron State College - Chadron, NE)