

Robert Smith

Sole Proprietor

PERSONAL STATEMENT

Sole Proprietor/Entrepreneur possessing a belief that Safety should be First and foremost. Motivated and personable businessman and employee offering a wide array of experience and a successful 15-year track record of profitable small business ownership. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non- professionals at all levels. Flexible and versatile- able to produce under pressure with a demonstrated ability to meet deadlines.

WORK EXPERIENCE

Sole Proprietor

ABC Corporation - May 2008 - Present

Responsibilities:

- Studied federal regulations and self-trained to perform disability law services (exactly the same as those provided by attorneys).
- Filed more than 200 appeals for those denied disability and SSI benefits.
- Worked independently with no staff of any kind, answered all phone calls and clients concerns.
- Managed advertising, kept financial records, created all necessary forms, requested, received managed and destroyed all client medical records following HIPAA regulations and maintained cordial and productive relations with social security administration offices, hospitals, clinics, and clients.
- Referred clients to a variety of social, medical and prescription drug programs.
- Oversaw the development of new programs and create organization road-map.
- Created advertisement programs, press packages, collateral, communication environmental design, and websites.

Sole Proprietor

ABC Corporation - September 2002 - May 2008

Responsibilities:

- Responsible for project management from design inception to project installation in both residential and commercial settings.
- Ran all aspects of a business from marketing, advertising, accounting, sales, estimates and invoices, on-site customer consultation and sales closure and creation of custom products.
- Presented a custom window treatment and soft home furnishings business that serves the capital region.
- Nurtured and grew relationships with clients, taking on additional projects.
- Incorporated dazzling seasonal colors into designs whenever appropriate.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Adobe Illustrator, Adobe
Photoshop, Adobe
InDesign, Adobe
Dreamweaver,
Photography, Illustration

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

to your current role.

Education

Bachelor's in Government - 2001 (Kaplan University - San Diego, CA)
Real Estate - (Anthony's Real Estate School)