

# ROBERT SMITH

## Sr. Director Of Business Operations

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Director of Business Operations to serve as principal adviser to the Chief Information Officer on financial, workforce, and business operations matters. Successful candidate will implement, manage and evaluate operational processes and procedures.

### CORE COMPETENCIES

Microsoft Office Suite, Microsoft Visio, Adobe.

### PROFESSIONAL EXPERIENCE

#### Sr. Director Of Business Operations

TCS Education System - October 2007 – 2020

##### Key Deliverables:

- Handle and oversee office and project management, office administration, coordination of special events, board affairs, communication management, and supervision of clerical staff.
- Represent and attend to all tasks with the highest standards, utmost professionalism and attention to detail.
- Provided this same support to the CEO, Chief of Staff, SVP of Business Operations, and VP of Finance as well.
- Work with SVPs direct reports and other senior leaders as a resource to advance organizational priorities.
- Track the progress against such priorities, initiatives, and projects and provide regular updates on project timelines to ensure action items are completed.
- Management of calendar and appointments, including group meetings, video/web calls, and conference room arrangements.
- Coordinate and make arrangements for conferences, meetings, and special events, including arranging international and domestic travel plans.

#### Director Of Business Operations

Delta Corporation - 2004 – 2007

##### Key Deliverables:

- Management of Web Development Work, Management of 25 employees, and making sure the business is profitable.
- Business Management Related Duties Technical Related Duties Profit & Loss Management Computer & IT Network Management Accounting Oversight Computer/.
- Management of nearly 500 Baseball and Softball Officials, directing them onto the field, games, and skills they need to acquire to become better.
- This company was sold, as I wanted to focus on the Business/ Corporation world.
- Create and maintain relationships with the primary points of contact for the relevant health insurance companies for the purpose of negotiating.

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- Conduct employment entrance and exit interviews; extend offers of employment; review and negotiate vendor contracts and lease agreements; develop.
- Maintained full responsibility for all software and business systems Administered all Business Operations, Administration and Service Financial .

### EDUCATION

- Bachelor of Arts - 2015(DeVry University)