

# ROBERT SMITH

## Negotiator II

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

### SUMMARY

Exercising discretion and maintaining confidentiality. Proven ability to thrive in a fast paced environment with advanced multi-tasking skills.

### CORE COMPETENCIES

Microsoft Office, Technical Skills.

### PROFESSIONAL EXPERIENCE

#### Negotiator II

**ABC Corporation - September 2010 – October 2013**

##### Key Deliverables:

- Developed, implemented, and managed to negotiate strategies with vendors across the country to ensure fair and equitable agreements.
- Held budget accountability while completing over negotiated agreements.
- Managed multiple teams including a cross-functional team and the second team of employees.
- Consulted on the development and implementation of orientation/training procedures for the following positions Operations Manager and Package Handler.
- Created policies and for newly created Negotiations department.
- Tasked with developing companywide standardized methods and metrics.
- Developed and implemented a proprietary recruiting tool that allowed FedEx to find new and innovative business partners.

#### Negotiator

**Advocate Law Groups Of Florida, P.A - 2008 – 2010**

##### Key Deliverables:

- Served as the middle person between the client and their mortgage lender.
- Prepared and submitted financial packages to mortgage lenders for loan modification, short sale, or deed in lieu approvals.
- Actively contacted mortgage lenders to check on status of financial packages.
- Constantly communicated with clients to provide status updates and advise of additional documents needed to complete the review process with their mortgage lender.
- Worked closely with attorneys to help with the preparation of hearings, mediations and conciliation calls.
- Filing of all mortgage and lender client correspondence.
- ADS.

### EDUCATION

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- Master of Business Administration in Management - (American Intercontinental University - Dunwoody, GA)