

# ROBERT SMITH

## Chief Executive Officer I

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### SUMMARY

7 years of experience as a Chief Executive Officer. Seeking Senior Level position with a progressive Native American Tribe where I can contribute my knowledge, skills, and experience of administration and management to positively impact the socio-economic diversity and well-being of the tribal community, tribal members, tribal staff, and tribal leadership.

### CORE COMPETENCIES

Administration Of Operations, Personnel, Grants, Project Management, Fund Raising, Programs, Facilities, Public Relations, Planning, Human Resources, and Policy Development.

### PROFESSIONAL EXPERIENCE

#### Chief Executive Officer I

**ABC Corporation - May 2015 – April 2016**

##### Key Deliverables:

- Work and coordinate with the tribal council, tribal committees, task forces, directors and managers on goals and objectives and policies.
- Oversight and administration of 15 departments within tribal government operations including planning, legal, it, finance, hr, government records, communications, culture, events and activities, health, facilities, tribal police, environmental, housing and administration.
- Developed and implemented policies and procedures that affected overall operations.
- Worked closely with human resources representatives in effectively implementing policies and disciplinary processes.
- Worked closely with the tribal council and key department staff to develop and implement the multi-year strategic plan with annual updates.
- Determined methods and procedures for project accomplishment, staffing requirements office space and allotment of funds to various government departments and projects.
- Participated in the planning process for community development projects and funding.

#### President

**ABC Corporation - January 2009 – April 2015**

##### Key Deliverables:

- Providing management and consulting services to tribes and small business owners owner and operator of the native-owned company.

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- Provide services to tribally owned businesses, Indian owned businesses, creating businesses, consulting services, grant writing, and project management.
- Offer consulting services to small business in organization, training, management, and operations.
- Held and attended regularly scheduled tribal council meetings, director meetings, all staff meetings and other meetings in the community.
- Coordinated design and planning to ensure design standards are met and maintained.
- Conducted and performed site surveys during various stages of the construction project.
- Analyzed vendor proposals and selected the appropriate one for each project.

### EDUCATION

B.A. in Sociology - (Southern Utah State College) Masters in Public Administration - (Utah State University) Masters in Administration - (University Of Utah)

