

Robert Smith

Small Business Consultant/Sales Executive

CONTACT DETAILS

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

PERSONAL STATEMENT

Small Business Consultant/Sales Executive with proven success in organization, training, team building, and supervision; computer proficiency; excellent written and verbal communication skills; interacts well with individuals from diverse backgrounds; thrive and work well under pressure.

WORK EXPERIENCE

Small Business Consultant/Sales Executive

Diana Simaitis - 2012 - 2019

Responsibilities:

- Increased company visibility in the community through Chamber of Commerce membership, convention participation, press releases, print and online media, involvement with nonprofit organizations and networking events.
- Created, managed and promoted the expansion of customer databases.
- Designed and organized booths, exhibits and participation in local community festivals and events.
- Event and Meeting Planning Planned and implemented quarterly regional meetings for up to 450 employees.
- Responsible for planning and execution of corporate events holiday parties, grand opening and anniversary parties, IPO parties, and team-building experiences at a variety of venues for groups of 10 to 600 people.
- Researched and established online registration for events and classes.
- Planned and facilitated weddings, church retreats, charity events, school parent/teacher gatherings, and many social functions such as showers, graduations, bon voyage, birthday and anniversary parties for groups of 10 to 350 people.

Small Business Consultant

ABC Corporation - 2008 - 2012

Responsibilities:

- Reviewed business loan packages. Consultations with small business owners.
- Involved in community networking events. Assisted with SBA programs and business plans.
- Organized marketing campaigns and seminars. Conducted entrepreneur workshops.
- Reviewed tax documents.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

SKILLS

Communication Skills,
Meeting Planning,
Supervisory Skills,
Evaluations, Written
Correspondence,
Coordination

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

BS in Hospitality and Tourism Management - 2006 (Roosevelt University - Chicago, IL)