

ROBERT SMITH

Vice President business Development/Coordinator

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Strong, productive, management executive management, finance, information systems, and business analysis. Results-oriented with expectations. Outstanding communication, presentation and negotiation skills with a unique combination of interpersonal and analytical abilities.

APRIL 2014 - NOVEMBER 2015

VICE PRESIDENT BUSINESS DEVELOPMENT/COORDINATOR - ABC CORPORATION

- Responsible for supporting the management teams of each company.
- Responsible for directing the organizations overall financial policies.
- Oversight of all financial functions including accounting, budget, credit, insurance, tax, and treasury.
- Designed and coordinated a wide variety of accounting and statistical data and reports.
- Managing the establishment of company policies and procedures and annual performance review processes.
- Developed business plans for all companies including implementation of annual budget processes.
- Responsible for managing our team engaged in the formation of sales order objectives for the division.

2012 - 2014

VICE PRESIDENT BUSINESS DEVELOPMENT/COORDINATOR - ABC CORPORATION

- Restructured catering program.
- Directly secured \$40,000 in new sales.
- Created and implemented training program for Guest Service Specialists in order to build brand identity and loyalty among guests.
- Assisted in hiring employees.
- Supported daily operations.
- Created brand awareness in community through events, networking, cold calling and product donations..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS

SKILLS

Business Development, Tool Coordinator, Business Management, Sales, Administrative, Inventory.