

# ROBERT SMITH

## Senior Vice President-Operations/IT

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

---

### SUMMARY

Visionary, mission-driven, results-oriented Senior Vice President-Operations/IT with experience and expertise in nonprofit leadership. A proven track record in fundraising, relationship management and revenue diversification; marketing, governance, program, fiscal management, and human resources. Strong track record in building and enhancing operational excellence and working under pressure. Possess superior interpersonal skills, customer-focused, high integrity, capable of solving multiple and complex issues and motivating the team to high performance.

### CORE COMPETENCIES

MS Office, Strategic Planning, Financial Analysis, Financial Management, Budgeting, controller, CFO.

### PROFESSIONAL EXPERIENCE

#### Senior Vice President-Operations/IT

**ABC Corporation - 1998 – 2008**

##### Key Deliverables:

- Directed the delivery of professional development, technical assistance, and services to more than 100 affiliates in 36 states and the District of Columbia serving 2 million participants, with an annual economic impact exceeding \$925 million.
- Created standards for new affiliate development, revised the Affiliate Resource Manual and Terms of Affiliation which led to the ability to create successful Urban League affiliates and have organizational standards of operation, performance, and accountability.
- Provided strategic guidance in the implementation of the affiliate performance assessment system resulting in the ability to assess affiliates on a triennial basis on integrity, vitality and program implementation.
- Monitored affiliate compliance with national policies and standards to ensure consistency and determine affiliate eligibility for national program funding.
- Managed the affiliate President/CEO certification process which certified 45-50 CEO candidates annually.
- Supervised departmental staff; provided liaison support to constituent auxiliary organizations representing more than 15,000 affiliate staff and volunteers, and created the National Urban League Young Professionals.
- Managed a \$20 million budget and supervised 40 staff representing the U.S.

#### Senior Vice President

**ABC Corporation - 1994 – 1998**

# ROBERT SMITH

## Senior Vice President-Operations/IT

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

---

### Key Deliverables:

- Provided executive leadership and direction at this firm.
- Led a team of ten in the areas of sales, research, back office, and compliance-focused on fixed income sales and analysis for Prudentials clients.
- Led research on hedges, arbitrages, and trades, resulting in increased customer orders.
- Successfully interacted with clients to generate repeat and referral business.
- Key Achievements Effectively increased sales to \$3M+ annually during my tenure while cultivating lasting client relationships.
- Led team to attain the fifth-highest production rate in the firm in futures.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

M.A. in Finance - 1993 (Columbia University Teachers College)

