

ROBERT SMITH

Founder And Executive Director

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

SUMMARY

Detail-oriented, out-of-the-box Founder And Executive Director with solid experience in the conceptualization, design, building, troubleshooting, and testing of mechanical designs and consumer products. Strong team member with outstanding organizational and time management skills, capable of working well under pressure in fast-paced environments. A hands-on learner that is constantly inspired by innovation, new challenges, helping others, improving safety, and overall positive results.

CORE COMPETENCIES

Microsoft Office Software, Computer, Supervisory Experience, Problem Resolution, Adaptability, Strong Work Ethic, Time Management, Leadership, Customer Service

PROFESSIONAL EXPERIENCE

Founder And Executive Director

ABC Corporation - July 2016 – Present

Key Deliverables:

- Pursuing public and private funding opportunities required to meet organization financial goals.
- Planning, organizing, and coordinating prevention activities, including training, workshops, conferences, luncheons, assemblies, fundraising events, and safe and drug-free activities.
- Conducting information gathering for the purpose of evaluating and adjusting program plan when necessary.
- Developing and implementing program policy and procedures for recruitment, training, and matching of mentors and mentees.
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- Monitoring the annual budget, receipts, and disbursements staying within budget parameters, and provide timely oversee communication, record, and documentation systems for an organization.
- Managing all projects, establishing deliverable plans and tracking the implementations to ensure each project are due on time.

Co-Founder & CEO

ABC Corporation - October 2015 – July 2016

Key Deliverables:

- Developed deep relationships with key merchandisers and point of contacts through client meetings and telephone conferences.
- Responsible for managing the social media, ROI, amplification of marketing, and e-commerce based on KPIs to deliver results.

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- Directed a mobile-focused social media strategy through organic, earned and paid social media.
- Built a website and social media profiles via twitter and facebook with a current following of 500 + individuals.
- Implemented CRM/ERP and mobile platform solution for all interactive content assets and properties.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

Master Of Arts in Educational Management - 2014 (Strayer University - Washington, DC) Bachelor Of Science in Business Administration - (Strayer University - Washington, DC) Bachelor Of Science in Social Work And Sociology - (Methodist University - Fayetteville, NC)

