

Robert Smith

Director Of Business Operations II

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Computer Repair,
Network Security,
Microsoft Office Suite,
Management,
Management
Experience,
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Adept at creating alliances with organization leaders to effectively support key business initiatives and in building and retaining high-performance teams by hiring, developing and motivating skilled professionals.

WORK EXPERIENCE

Director Of Business Operations II

Ledcor - ComSpan Communications - November 2007 - 2020

Responsibilities:

- Focused on Operational Proficiency, Operational Support, Employee Relations, Community Relations, Competition and Customer Ownership.
- Fostering innovation and working cross-functionally driving performance and delivering results.
- Provided leadership to supervisory staff and workforce of financial, technical, field, NOC, provisioning, sales and customer care.
- Responsible for the success of the teams involved in OSP cable facilities, multi-line CPE equipment, hi-cap access services, broadband, video and central office/transmissions equipment.
- Responsible for overseeing the network maintenance team providing support services meeting regulatory requirements.
- Led reconciliation of billing project uncovering inaccuracies resulting in 3K per month savings.
- Designed and implemented methods and procedures for collections, decreasing bad debit by 6%.

Director Of Business Operations

Delta Corporation - 2003 - 2007

Responsibilities:

- Manage day to day processing of accounts payable and receivable and send monthly statements Administer payroll, employee benefits, and organizational .
- Data Network Infrastructure Provider Established and accountable for all accounting policies and procedures for a startup venture Instrumental in .
- Served as an advisor for the Board of Directors Direct and coordinate organizations financial and budget activities to fund operations and increase .
- Provided strategic consulting, including business planning & sales strategy development.
- Coordinated with engineers to oversee activities including current and special projects, potential site projects and their fiscal obligations.
- Strategically secured network installations contracts with Sector Site and various T-Comm companies.
- Job Responsibilities The Director of Business Operations role is responsible for complete management of a vertical within the SVS Service Group .

Education

MBA In Finance Business Management - 2008(CALIFORNIA STATE UNIVERSITY - Sacramento, CA)