

Robert Smith

Jr. Business Operations Manager

PERSONAL STATEMENT

Talented and energetic Operations leader with significant expertise in effectively developing teams, assessing business needs, setting priorities and leading projects to achieve business goals.

WORK EXPERIENCE

Jr. Business Operations Manager **ABC Corporation - 1995 - 2008**

Responsibilities:

- Integral member of management team supporting and leading a team of employees and 800 independent sales representatives.
- Organized and facilitated budgets, product estimates, sales forecasts and product allocations to maximize resource utilization and customer sales opportunities.
- Facilitated meetings, trade shows and conference planning.
- Developed new methods to collect product demand by customer for 22,000 customers.
- Established a 5 year planning process for determining goals, budgets, personnel and resources for a \$20 million annual budget.
- Planned promotions and sales strategies for 6 major trait launches that grew to become 92% of the sales mix.
- Advocated for the needs of customers and sales team with the business which led to changes in IT systems and communication strategies.

Business Operations Manager **ABC Corporation - 1993 - 1995**

Responsibilities:

- Managed all stages of the financial operations for the Department of Justice-Justice and Law Enforcement line of business contracts, with \$80 million of annual sales, as well as having direct responsibility for the MEGA Program, a Dept.
- of Justice Litigation Support contract with \$34 million annual sales.
- Supervised 11 personnel in performing all daily financial operations.
- Supervised the distribution of approximately 250 customer invoices monthly and the accounts receivable process ensuring that 85% of total aging is in current period.
- Managed all of the financial aspects of the procurement of services and materials, and the production and planning process for bids and proposals.
- Responsible for performing all weekly, monthly and quarterly financial and business operations reporting/estimating and budgeting.
- Assisted with implementing cost reduction/profit recovery plan that improved program profitability by \$1 million annually within a 12 month period in 2009/2010..

CONTACT DETAILS

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

SKILLS

Proficient in Microsoft Office, EAM Systems, IBM Maximo, Adobe Photoshop and Macromedia.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Bachelor of Science in Management Science/Finance - (Buena Vista University - Storm Lake, IA)