

# Robert Smith

## *Junior Independent Business Consultant*

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Customer Service  
Experience, Accounts  
Receivable, Cash  
Handling, Sales,  
Inventory Control,  
Stocking.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## **PERSONAL STATEMENT**

Solid planning skills in coordinating projects from inception through completion. Well-disciplined with proven ability to work independently and remotely while delivering on-time and above-target results. Able to identify areas of strength and weakness and implement policies, changes in operation, and systems that optimize productivity and bottom line.

## **WORK EXPERIENCE**

### ***Junior Independent Business Consultant***

**ABC Corporation - April 2013 - December 2013**

#### *Responsibilities:*

- Provided consultative services capitalizing on a broad spectrum of business experience and successes to help organizations solve issues, create value, maximize growth and improve their business performance through operational efficiency and leadership.
- Projects included Outlined processes to influence and capitalize on the human resource segment of a startup technology company.
- Based on company objectives, identified and charted training directives and content.
- Recommended effective team leadership strategies to create partnerships that will influence growth, efficiency and outcomes of the operation.
- Identified areas for improvement and defined processes to create greater overall efficiency of a private retreat business.
- Publicly represented the management organization to the client base at both a public and private level.
- Identified areas of improvement and provided recommendations on customer retention strategies in the vacation rental sector.

### ***Junior Independent Business Consultant***

**Delta Corporation - 2009 - 2013**

#### *Responsibilities:*

- Position Description I work independently writing grants for various organizations.
- Also worked as a full charge bookkeeper assisting various organizations in gaining financial compliance.
- Also worked as a freelance writer compiling employee handbooks and policies and procedures.
- Implemented and trained end-users on MS software Designed and executed analytical tools through extraction of data, resulting in identification.
- Analyzed such problem areas as organization and personnel utilization of software, forms design and functions, procedures and policies to determine .
- Controlled company inventory using spreadsheets and corresponding reports from invoice sales, on order purchase orders, returns, and receiving.

- This is Dummy Description data, Replace with job description relevant to your current role.

## **Education**

Bachelor Of Arts In English/Psychology - (Washburn University -  
Topeka, KS)