

## Sole Proprietor

ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Sole Proprietor seeking employment for positions in which my range of skills and educational background can be utilized to their maximum potential, working in an environment that allows professional growth as well as personal fulfillment. My goal is to provide professional support, service, and expertise in various areas of the public sector and/or community education while working in a multicultural and collaborative setting.

## Skills

10-Key, Medical Billing, Microsoft Word, Practice Pro, Strong Problem Solving, Aptitude, Multi-line Phone, Self-motivated

## Work Experience

### Sole Proprietor

**ABC Corporation** - March 1998 - April 2005

- Constantly monitored the overall operations of the restaurant that affect sales including guest satisfaction, food quality (taste and presentation), ambiance, cleanliness, decor and service standards develop and monitor daily, weekly and annual sales projections.
- Worked with individual managers and staff to seek out sales-building opportunities.
- Interacted with team members to prepare and achieve weekly, monthly, and annual profit plans as they relate to fixed and controlled expense.
- Supervised, coached, counseled, engaged, developed, trained, recruited and recommended corrective action for all team members.
- Planned and conducted daily leaning celebrations and related restaurant team meetings.
- Monitored the restaurant environment through direct contact with the co-managers and individual team members.
- Maintained current knowledge of and assist management in complying with the companys operational and human resource policies and procedures.

### Sole Proprietor/Owner

**ABC Corporation** - March 1997 - March 1998

- Supervised housekeeping and laundry staff performance evaluations, training, and development.
- Established and maintained cost control systems for staffing, linen inventories and cleaning supplies.
- Ensured quality services are rendered in meeting guest needs and that guest relations are enhanced.
- Enforced standard procedures for the acceptance, security, and return on guest lost and found items.
- Ordered and received supplies so as to maintain adequate inventory levels.
- Oversaw repairs and maintenance, cleaning supplies, vendor relations, registers, retail inventory, uniforms, and staffing requirements.
- Ensured compliance with documentation requirements of state, federal and local laws.

## Education

BS in Business Management - 2006(Fulton Montgomery Community College)Accounting -  
1994(Herkimer County Community College)