

Robert Smith

Regional Managing Director

CONTACT DETAILS

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

PERSONAL STATEMENT

Highly accomplished and results-oriented Regional Managing Director with over 15 years of experience providing strategic, financial and operational leadership--including an extensive background within large not-for-profit /governmental agencies and leading corporations. A MBA, adept at directing enterprise-wide/large-scale projects; collaborating with cross-functional teams and C-level executives; and working within high-pressure, deadline-driven environments--consistently driving operational excellence.

WORK EXPERIENCE

Regional Managing Director **ABC Corporation - 2009 - Present**

Responsibilities:

- Providing project management oversight for the Chicago Housing Authority (CHA) capital and tenant improvement projects within the various construction phases of the projects in excess of over \$63 million budgeted annually.
- Provided financial management oversight for the village of Riverdale with an operational budget of \$12m.
- Managed the villages, police department, fire department and facilities.
- Developed and implemented financial statement consolidations process including monthly, quarterly and annual management financial and analytical reporting to the major and board members.
- Developed and implemented financial models in response to departmental needs including discounted cash flow and strategic budgeting processes.
- Coordinated with compliance & audit officer to ensure completeness of covenant and compliance requirements monitoring.
- Specializing in the areas of financial management, strategic planning, operational strategy, strategic cost reduction, growth strategy, and change management.

Managing Director **ABC Corporation - 2003 - 2008**

Responsibilities:

- Oversaw external vendor contracting and licensing.
- Coordinated the procurement of research supplies, materials, equipment, and services.
- Service as a virtual CFO for small to mid-size organizations by analyzing, preparing and reporting of budgets and forecasts, along with building financial models for both operations and strategy as required.
- Performed operational audits by reviewing the operation of the business in order to identify potential improvements in efficiency and effectiveness, control procedures or other specialist areas.
- Developed timelines for planned projects for organizations by managing daily operations and developing and executing a growth strategy.
- Worked directly with the CEO to follow up on recommendations, drive

SKILLS

Strategic Planning,
Financial Management,
Project Management,
Internal Auditing, Data
Analysis, Operational &
Financial Audits, GAAP,
Business Development,
Budgeting/Forecasting

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

work plans and ensure appropriate financial and operational metrics and tracking.

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

Education

MBA in Strategy / Finance - 2002 (Howard University - Washington, DC)
BBA in Finance - (Howard University - Washington, DC)
B.A. in History - (University Of Michigan - Ann Arbor, MI)