

# Small Business Owner Associate

## ROBERT SMITH

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### Objective

To secure a challenging position, where I can utilize my present skills and background while broadening my knowledge to gain experience necessary for advancement.

### Skills

Microsoft Office, Multi-Line Phone System, Fax.

### Work Experience

#### Small Business Owner Associate

##### Wild Child Bakery - September 2014 - 2019

- Overseeing management and office duties along with daily operations of the business.
- Performing primary tasks related to bookkeeping, marketing, and advertising.
- Decorate soft frosted and fondant style cakes.
- Bake breads with a high attention to detail.
- Ability to adapt to ever changing tasks, and meet deadlines.
- Act as design decorator that conceptualized special request from customers.
- Used a variety type of tools such as airbrush, carving tools, and mixers for uniform and intricate type of confectionary products and other baked items.

#### Small Business Owner

##### ABC Corporation - 2009 - 2014

- Cordova, TN Small Business Owner /Self Employed 05/2013-08/2016 Duties included Provided customer service and support.
- Handle incoming and outbound calls to/from clients.
- Setup/schedule meetings with potential clients.
- Resolve clients issues or concerns, schedule loads pickup/dropoffs.
- Dispatch loads.
- Business deposits and bank transactions.
- Job also included general office duties, including filing, typing, working with Microsoft word, spreadsheet and excel..

### Education

Associate in Applied Science for Business Technology - (Alabama Southern Community College - Thomasville, AL)