

ROBERT SMITH

Small Business Owner/Business Owner

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Over 24 years of experience, as an Operations Manager and as a Small Business Owner in industries including Business Services. Most recently, I have been working as an Operations Manager.

CORE COMPETENCIES

Critical Thinking Cross-Functional Team Leadership Time Management Skills.

PROFESSIONAL EXPERIENCE

Small Business Owner/Business Owner

ABC Corporation - April 1992 – June 2008

Key Deliverables:

- Transcribed for medical departments and specialties including all specialties Took complete, accurate dictation from medical staff to record patient care.
- Operated dictation and transcribing equipment.
- Received and listened to recorded dictation over the Internet.
- Correctly interpreted different spoken accents and speech patterns.
- Prepared transcribed texts for medical documents, including physical exams, clinic notes, surgical reports, discharge summaries, referral letters.
- Transcribed technical medical data with close attention to accuracy and detail.
- Checked technical and medical information in appropriate medical reference books and databases.

Small Business Owner

Lost Lakes Outfitters - 1991 – 1992

Key Deliverables:

- Pangutich, UT With an entrepreneurial spirit, developed, implemented and launched an outfitting business specializing in high-profit, big-game hunts.
- Experienced outdoorsman, producing consistent trophy book quality game Responsible for developing and executing marketing, sales and business infrastructure plans.
- Managed book of business to maximize client retention and profit margin.
- Adhered to complex, state regulations for outfitting companies.
- Provided coordination and planning for all lodging, meals and transportation for clients.
- Established world-wide client base.
- Consistently achieved high profit margins and retention rates with clients..

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

© This [Free Resume Template](#) is the copyright of Qwikresume.com. [Usage Guidelines](#)

ROBERT SMITH

Small Business Owner/Business Owner

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: [Qwikresume.com](https://qwikresume.com)

2259 Oak Street, Old Forge, New York, 13420

© This [Free Resume Template](#) is the copyright of [Qwikresume.com](https://qwikresume.com). [Usage Guidelines](#)

