

ROBERT SMITH

VP Of Operations/Sales

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

SUMMARY

VP Of Operations/Sales with excellent expertise in direction and coordination of an organization, responsible for the growth and profitability of an organization, business development, cost-cutting, staff management, Managed and organized entire hiring processes from start-to-finish - recruiting candidates, assessing resumes, interviewing, hiring, and onboarding all new employees. Created and presented analysis and reports to key executives.

CORE COMPETENCIES

MS Project, MS Office, Oracle, Exceptional Leadership, Organizational, Oral/Written Communication

PROFESSIONAL EXPERIENCE

VP Of Operations/Sales

ABC Corporation - December 2010 – March 2014

Key Deliverables:

- Provided executive management and oversight on client engagements, ensuring the quality of deliverables from the initial point of sale through project closure.
- Additional responsibilities included providing continual process improvement of daily operations and consulting services; managing staffing assignments, identifying future staffing needs and aligning recruiting goals to ensure the ability to fully staff project teams by client commencement dates.
- Led multiple client pursuit teams and multiple account negotiations.
- Implemented account reviews with all active engagement, meeting with each project manager on a regular basis.
- Lead the Project Management Leadership Forum that met monthly to share insight into activities, best practices and lessons learned.
- Standardized staffing process to better enable the management of 150 active consultants, highlighting assignment duration and major skill set for each consultant.
- Led multiple project recovery efforts, implementing stronger communication and controlling processes.

VP Of Operations

Dream Electric, LLC - 2009 – 2010

Key Deliverables:

- Collaborate with the owner with strategic planning for business development and daily operations.
- Preparing and administering budgets, maintaining quality and cost control.

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- Developing and implementing procedures ensuring safety and building code compliance.
- Assemble and managing proposals and project documentation.
- Supervising project staff.
- Hiring and scheduling contractors. Conducting performance evaluations.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS Business Administration in CMIS - 1990(Columbia College - Missouri)

