

# Robert Smith

## *Small Business Owner/Executive*

### PERSONAL STATEMENT

A self-starter and results-oriented professional. Experience varies from business owner and mortgages to customer service and retail.

### WORK EXPERIENCE

#### ***Small Business Owner/Executive***

**Angel Quality - November 2009 - 2019**

##### *Responsibilities:*

- Provide safe transportation for workman compensation patients.
- Provide translation for patients between doctors and insurance company.
- Coordinate, confirm and schedule pickup times for patients and confirm appointments.
- Employ and Manage drivers to transport patients to their destination, and follow up with all their needs.
- Process and compile all translation reports to transmit to insurance companies.
- Manage payroll and billing for services rendered.
- Work independently and work on things in order of importance.

#### ***Small Business Owner***

**ABC Corporation - 2006 - 2009**

##### *Responsibilities:*

- and Micco Interiors, LLC.
- On such projects as the City Center in Las Vegas, Cox Com., Fountaine Bleu and the McCarran Airport.
- Worked on exterior systems for Kenco Contracting Company in Florida for over a year at the local retail mall project.
- Small Business Owner 2006-2007 Scotts Handywork - St Lucie County, Florida Worked as a sole proprietor performing all aspects of residential repair.
- Maintained Repairmans License.
- Maintained daily reports and tracking documents re successful completion of projects.
- Maintained bookkeeping and business records..

### Education

- (Florida Mortgage Broker School - Miami, FL)

### **CONTACT DETAILS**

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

### **SKILLS**

POS,  
inventory,Management,L  
eadership,Organizational  
,Personal Skills,  
Computer skills,  
Microsoft  
Office,Housekeeping,Offi  
ce,Sales,Retail,Phone,  
Associate Degree,  
Bachelor Degree,  
College  
Educated,Customer  
Service,.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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