

# ROBERT SMITH

## Vice President Business Development/Executive

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

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### SUMMARY

A highly energetic professional with years of experience in various areas of Management, Human Resources, and Administrative field.

### CORE COMPETENCIES

Teamwork, Customer Service, Access, Excel, Editing

### PROFESSIONAL EXPERIENCE

#### Vice President Business Development/Executive Building Enhancement Network - April 2015 – 2019

##### Key Deliverables:

- Responsible for managing the daily business operations for a renovation specialist construction company.
- Manage all personnel-related matters, created and updated policies procedures, resolve Human Resources related issues.
- Responsible for being in compliance with all state and federal labor regulations.
- Managed a staff of ensuring that scheduling, invoicing and sales departments are operating smoothly and resolve any issues.
- Processed all new vendor requirements, such as certificates of workers compensation, and commercial auto coverage.
- Generated all office correspondence, reviewed mail, read and reviewed all contracts for clients.
- Responsible for accounts receivable and some accounts payable for San Diego Region.

#### Vice President Business Development/Executive ABC Corporation - 2012 – 2015

##### Key Deliverables:

- Corporate responsibility for all Account Executives and Producers for all product lines including client retention, new sales, cross-selling, and broker relationships.
- Of critical importance is the relationship between the Account Executive and Sales team and the Operations Departments of all product-lines.
- Achieved \$11.9 million in new premium sales during 2010 Open Enrollment period.
- Brought experienced and technically capable sales and service team to the company within 2 months of assuming the position.
- Achieved annual TPA sales goal for 2010.
- Achieved 85% of annual TPA sales goal for 2011..
- This is Dummy Description data, Replace with job description relevant to your current role.

**ROBERT SMITH**

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## EDUCATION

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