

Co-Owner

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

Responsible retail professional. Outgoing and energetic with strong communication and time management abilities. Previously employed as an assistant manager and key holder at a fashion clothing store specialized in retail and customer service.

Skills

Staffing Consultant, Forklift Operator, Customer Service, Telephone, Management, Excel, Word Processing.

Work Experience

Co-Owner

K & M Trailers - July 2016 - 2020

- Computed, recorded, and proofread data, records and reports.
- Performed heavy bank reconciliations and cash flow statements.
- Created and executed marketing campaigns, including new product introductions and existing product development.
- Reported and consolidated company financial performance.
- Calculated, prepared, and issued bills, invoices and account statements according to established procedures.
- Complied with federal, state and company policies, procedures and regulations.
- Communicated with customers, employees and other individuals to answer questions and explain information.

Co-Owner

Delta Corporation - 2015 - 2016

- Problem-solving, Sales, Marketing, Customer Service, and Human Resources.
- Food prep Menu design Event planner Sous Chef, Vrai true food Saute captain Menu planner Purchaser General cook, Hershey Country Club Banquet food.
- Manufacturer of building material components used in the door manufacturing industry.
- Common duties included planning, direction, and coordinating activity on construction sites, overseeing project design, supervising workers, choosing.
- Also, responsible for preparing budgets and estimates, reporting progress to clients and complying with legal requirements.
- Helped with office work and other various duties for our printing business.
- Manage employees -Inventory -Accounts payable -Scheduling.

Education

High School Diploma in Marketing and Business - (Grayson County High School - Leitchfield, KY)