

ROBERT SMITH

Business Owner / General Manager

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

SUMMARY

Detail-oriented, dedicated, and highly motivated Business Owner / General Manager with in-depth research, analysis, and customer care experience. Solid analytical, communication, interpersonal, problem solving and critical thinking skills. Seeking to work in an environment that will challenge and expand upon the abilities and skills I have obtained from past career experiences.

CORE COMPETENCIES

Spanish And English, Ability To Multi-task. Good Planner, Organized, Good In Conflict Resolutions, QuickBooks, Microsoft Office, Email, AS400 & ASP Software

PROFESSIONAL EXPERIENCE

Business Owner / General Manager

ABC Corporation - May 2012 – Present

Key Deliverables:

- Private interpreter running the business efficiently using great responsibility and self-discipline to keep customers happy.
- Demonstrating at all times patience and courtesy in any circumstances to maintain current clients.
- Maintaining current customers via e-mail, phone calls, obtain new clients as needed.
- Keeping track of invoices and data entry using QuickBooks, work calendar and book receipt.
- Extensive data entry including inbound and outbound using Spanish & English language.
- Maintaining a working knowledge of federal regulations and local ordinances related to work.
- Acting as a liaison between sub-contractors, insurance agencies, and clients.

Small Business Owner

ABC Corporation - June 2011 – May 2012

Key Deliverables:

- Managed all office in accounts payable, accounts receivable, routing, payroll, human resources, tax preparation.
- Researched wholesale sites continuously to provide in-style, high-quality clothing.
- Worked with multiple companies on a daily basis to process orders and to obtain other pertinent information related to products.
- Communicated with customers by phone, email and in person daily to process orders, answer questions, and provide the best customer service possible.
- Separated sales tax and estimated tax to be paid in quarterly and annually.
- Generated sales reports, tracked inventory and analyzed price trends as well as product and brand popularity.

ROBERT SMITH

Business Owner / General Manager

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

- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

- Business Mans=agement - 2011 (Iroquois High School)