

# ROBERT SMITH

## Sr. Business Operations Manager

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To effectively contribute to the success and exposure of student athletes in collegiate athletic programs. Provide strategic communication or public/media relations services to a business or institute in need.

## EXPERIENCE

### Sr. Business Operations Manager

#### ABC Corporation - 2010 - 2014

- Oversee daily Human Resource operations for State and Federal Government awarded service contracts.
- Ensuring regulated compliance has adhered.
- Direct report to service contract employees.
- Monitor the performance requirements for the assessment of coaching and counseling.
- Direct report to Executive Director for reports of payroll and utilization rates.
- Interview and select applicants for job placement Compile required H.R.
- Documents for all employees Conduct required background and drug screening through vendor assistance Draft company offer letters addressed to selected applicants Track new hire employee numbering system.

### Business Operations Manager

#### LOCKHEED MARTIN CORPORATION - 2005 - 2010

- Manage all stages of the financial operations for the EITS-Information Technology Agency (ITA) - Enterprise Transport Management program, with \$120 million of annual sales.
- Supervise 3 personnel in performing all daily financial operations.
- Provide key financial information to Senior Program management to enable complete and confident decisions for managing and controlling the program sales, profit performance, accounts receivable and contract cash production.
- Maintain a direct relationship and communication with the government Business Administration and Contracting Offices that oversee our contract.
- Supervise all of the financial aspects of the procurement of services and materials, and the support and planning process for bids and proposals.
- Responsible for performing all weekly, monthly and quarterly financial and business operations reporting and cost estimating.
- Part of lead proposal support team for the award of a \$71M contract

ceiling increase in 2011; the \$75M contract extension in 2012; current 2013 \$50M Bridge contract, \$36M Bridge contract extension, and recent contract Recompete proposal valued at \$180M (over 2 yrs)..

## EDUCATION

- - 1978(Cedar Valley Community College)

## SKILLS

QuickBooks Online, Microsoft Windows, Facebook Ad's, Microsoft PowerPoint, Bing Ad's, Microsoft Access, WordPress, Microsoft Word, Pay Per Click Advertising, Microsoft Excel.