

## Small Business Owner

# ROBERT SMITH

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## Objective

Well rounded MBA with wide ranging customer service, technical support, recruiting, administrative, sales and marketing experience in high technology, healthcare, retail and manufacturing industries. Currently in a field sales role calling on local healthcare professionals for a provider of respiratory equipment and durable medical equipment.

## Skills

Inside Sales, Account Management, Field Sales, Sales.

## Work Experience

### Small Business Owner

**ABC Corporation** - November 1998 - April 2005

- Generated new business through field sales, telephone prospecting, retail sales, and website.
- Recruited, trained and supervised a staff of retail and field sales associates.
- Utilized web-based systems to provide customer service, check credit and activate service.
- Implemented and maintained QuickBooks accounting software and a company website.
- Purchased and coordinated in wireless phones and accessories.
- Monitored and resolved quality, cost and delivery issues.
- Managed the returns process and costs for defective materials.

### Small Business Owner

**ABC Corporation** - 1993 - 1998

- Completed payments and controlled expenses by receiving, processing, verifying, and reconciling invoices for as many as 15 small business clients.
- Effectively managed a team of up to 10 subcontractors and day laborers.
- Processed bi-weekly payroll for small business clients with up to 50 employees.
- Handled quarterly and annual reports for small business clients with sales up to \$250,000.
- Organized and prepared simple to complex tax returns for individuals and small business clients.
- Successfully negotiated and closed over 600 real estate short sales between 2006 and 2014.
- Specialized in managing REO inventories for real estate agents and rental portfolios for investors..

## Education

MBA - 1989(East Carolina University - Greenville, NC)