

# ROBERT SMITH

## Business Partner/Operations Manager

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Strong Account Management with expanding share of wallet in Key accounts. An effective communicator with excellent relationship management skills, strong analytical, problem solving & organizational abilities. Gained knowledge of employee training, audits, and documentation.

## EXPERIENCE

### Business Partner/Operations Manager

#### ABC Corporation - FEBRUARY 2007 - FEBRUARY 2016

- Proposal preparation, negotiation, and administration of various contract types to include time and materials, cost plus, firm fixed price and multiple task order contracts.
- Preparation and administration of consulting agreements, subcontract agreements and teaming agreements.
- Develop and administer project spend plans and baseline budgets.
- Review and reconcile project invoices in support of revenue forecasting and variance analysis.
- Prepare and analyze contract funds status reports (CFSR).
- Develop Estimates to Complete (ETC) and Estimates at Complete (EAC).
- Analyze data and determine profitability short and long term.

### Business Partner

#### ABC Corporation - 2003 - 2007

- Responsible for the overall operations of our business.
- Handled the financial aspects, inventories, purchasing, and payroll.
- Able to help grow the business over the years through efficiency and putting attention to details.
- Being able to employ empathy and open-mindedness, make employee and employer relationships much better.
- This is Dummy Description data, Replace with job description relevant to your current role.
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## EDUCATION

- Bachelor of Science in Computer Information Systems - 2002 (Strayer University)



## SKILLS

Microsoft Office, Social Media, Computer Repair, Event Planning.