

# ROBERT SMITH

## Sr. Division Chief

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

### SUMMARY

To establish a challenging career path where can leverage creativity as well as operational and analytical expertise to achieve department and organizational goals and objectives.

### CORE COMPETENCIES

microsoft office, Customer service.

### PROFESSIONAL EXPERIENCE

#### Sr. Division Chief

**ABC Corporation - 2001 – 2011**

##### Key Deliverables:

- Integrated and synchronized division across directorates.
- Deployed social scientists to conduct original research.
- Supported operations, conduct assessments and serve as cultural advisors.
- Ensured organizational effectiveness through manpower utilization, justifying socio-cultural research and analytic requirements.
- Managed planning effort with Foreign Disclosure branch chiefs to draft the Foreign Disclosure Divisions Mission, Vision and Intent to support operations.
- Developed FDO divisions functional requirements and architecture.
- Decreased time to train and integrate new FDOs into organization by 50%.

#### Division Chief

**Delta Corporation - 2006 – 2011**

##### Key Deliverables:

- Tech University Health Sci.
- Strategized and planned clinical and research program development.
- Optimized resources and budgetary management.
- Established a community-based Dated November 23, 2015 Bone Marrow Transplant Program, jointly supported by Harrington Cancer Center, Texas Tech University Health Sciences Center, Coffee Memorial Blood Center, and Northwest Texas Hospital.
- Principal Investigator in a research program in Immunotherapy of Hematologic Malignancies.
- Establishment of basic research program in the Division of Hematology and Oncology.
- Ran a Division that was consistently in the the black financially.

### EDUCATION

- PhD in Immunology - 1992(University of Wales)