

ROBERT SMITH

Small Business Consultant - Temp

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

SUMMARY

Focused and detail-oriented Small Business Consultant with over 5 years of sales, software & customer service experience. Optimizing organizational efficiency and continuous growth. Team player with recognized leadership and conflict resolution skills, professionalism, strong work ethic, and capability to develop software sales, manage multiple projects under tight deadlines.

CORE COMPETENCIES

Microsoft Office, Salesforce, Business Analysis, Gap Analysis

PROFESSIONAL EXPERIENCE

Small Business Consultant - Temp

ABC Corporation - October 2013 – September 2014

Key Deliverables:

- Creatively and effectively propose different offers to companies based on previous knowings of the companies interest as well as building reports to appeal to personal wireless needs as well as professional.
- Responsible for attending a weekly business meeting and training the rest of the store employees the following morning during the weekly store meeting.
- Completed Certification as an "Apple Master Trainer" In ios software.
- Responsible for meeting and excelling above a monthly sales quota.
- Skills Used Face paced Face to face and over the phone customer transactions.
- Secretarial skills involving setting meetings and appointments for myself as well as other reps.
- Formulated industry and company size specific prospect lists. Cold called/ prospected businesses within certain zip codes.

Small Business Consultant

ABC Corporation - 2008 – 2013

Key Deliverables:

- Consulted with organizations and small businesses to provide human resources, management, and communications services.
- Worked with owners and leaders to re-brand and streamline operations.
- Performed employee searches, background checks and interviewed leading candidates.
- Managed payroll and tax payments.
- Created communication plans which helped to define how clients want to be known, what they wanted to say to their constituents and how they could best reach them.
- Analyzed revenue, expenses, and efficiency possibilities to create budgets and strategic growth plans.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

- BS in Cosmetology - 2009(Central Texas college / college of cosmetology - Killeen, TX)