

ROBERT SMITH

Jr. Associate Director Of Operations

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SUMMARY

Accomplished Project and Facilities Engineering Manager with a strong technical background and over 17 years of experience; 12+ years in pharmaceutical and 5+ years in academia. Possess excellent problem solving and verbal/written communication skills. Experienced in developing long-range expense plans, facility capital plans, and operations budgets along with planning, estimating, construction, equipment installation, service contracts, housekeeping security operations, and mail services.

SKILLS

Agile Development, Project Management, Critical Thinking, Operations Management.

WORK EXPERIENCE

Jr. Associate Director Of Operations

ABC Corporation - October 2010 – September 2015

- Responsibility for managing day to day operations for 5 buildings, all in which greatly differ in construction materials, architecture, infrastructure technology, and age with 1MM+ sq ft of occupied space.
- Support Sustainability, Projects, Customer Service Desk, Scheduling, and Event Coordinator operations within the department.
- Provide engineering guidance for The Wharton School that includes all MEP reviews in addition to supporting a Hotel/Conference Center and other remote facilities.
- Responsible for scope development, estimating, competitive bid contracting, project management, feasibility and life cycle cost analysis.
- Key member on an \$18.5MM Tower Addition Project that included the first active chilled beam technology system at the university.
- Developed the full scope and managed the construction process through project completion for a three-phase \$13.5MM AHU Replacement Project that included controls and building HVAC distribution upgrades.
- Continually developed and maintained the Maintenance and Operations budget.

Associate Director Of Operations

Delta Corporation - 2009 – 2010

- Develop and implement operational strategies plans.
- Responsible to create and develop strategies to grow the membership, also for membership retention.
- Responsible for the relationship with healthcare plans sales teams.
- Supervise medical management department Responsible for the technological infrastructure o EMR project manager Develop and maintain for reporting .

- Responsible for planning and execution of all aspects of cGMP related sterile manufacturing activities; process transfer, validations.
- Makers of NOXICARE Natural Pain Relief Managed Relationships with Key Vendors (MFGs, 3PL, Carriers, etc.) to support over 10,000 retail outlets .
- POS trackers, SKU performance, PSA sales per retailer, etc.) Performed Pricing Analysis and Breakeven for Promotions Analyzed Sales Data for Market .

SCHOLASTICS

- BS in Biomedical Engineering - 1996(New Jersey Institute of Technology - Newark, NJ)