

Robert Smith

Independent Business Owner II

PERSONAL STATEMENT

A proven performer who has excelled in variety of positions, ranging from a Business Owner at a Fortune 500 company to playing a pivotal role in helping establish a start-up consulting practice. A common theme among all positions is a strong emphasis on project management and client relationships.

WORK EXPERIENCE

Independent Business Owner II

HB Consulting - September 2008 - 2020

Responsibilities:

- Develops, maintains and executes a clear project management plan for defining the processes and procedures for how the project will be planned, executed and controlled.
- Reviews the deal model and negotiate budget and related resource time with Implementation Services senior leadership to establish a baseline.
- Directs and coordinates definition of project scope, deliverables, schedules, budgets, and quality measures in alignment with the sales contract/SOW.
- Builds a high level integrated project schedule, which includes the entire scope of the project, to effectively drive results leveraging the Client, project team, and Hewitt leadership.
- Reviews individual scope, schedules, budget analysis and quality metrics to confirm their work is well planned in accordance with the overall project scope, and partner with them to make adjustments as necessary.
- Implements and executes a project communication and governance plan to drive clear, consistent and accurate status reporting on a regular basis for various Client and internal audiences.
- Interfaces with the Client to review the schedule, status reports, issues, and mitigation plans in an effort to stay in sync with the Client, identify their needs and gain their support to deliver and resolve issues.

Independent Business Owner

Delta Corporation - 2003 - 2008

Responsibilities:

- Assist clients in fulfilling their everyday needs by providing high-quality service.
- Developed strong communication skills through the customer employed.
- Give information on how to become an IBO, and to sell organic vitamins, body care products, cleaning products.
- Sold Amway products like energy juices, bars, make-up, electronics Demonstrated Amway products to customers.
- Arranged meetings and parties to Sold Mary Kay products like perfumes, make-up, skincare, lipsticks, etc Demonstrated Mary Kay products to customers

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Critical Thinking,
Problem Resolution,
Mathematics, Finance,
Phones, Customer
Relations.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

- Arranged meetings and parties to Owner/ Creator of all products Over 800 sales worldwide in less than stwo years Attended college fulltime while operating business.
- Handle all emails Manage home-based business.

Education

Associate In Liberal Arts - 2011(Hillsborough Community College - Tampa, FL)