

ROBERT SMITH

Jr. Regional Vice President

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SUMMARY

To obtain a position as Director/Regional where can maximize leadership and management skills, quality assurance, program development, and Dementia training experience to invest in a growing company.

SKILLS

Microsoft Office, Yardi, AppFolio, SQL.

WORK EXPERIENCE

Jr. Regional Vice President

ABC Corporation - March 2003 – August 2003

- Responsible for the oversight of operations of over 1,400 family and senior public housing units.
- Developed and supervised annual operating budget up to \$4.2 Million per year and construction budgets totaling over \$30 Million.
- Responsible for hiring, supervising, training, staff reviews, performance improvement plans and termination if necessary for staff of 60.
- Earned company yearly incentive bonus of up to \$14,000 for ending each year at or within 2% below operating budget.
- Facilitated federal procurement process for capital construction projects averaging \$2.5 Million per year; Lead RFP review and performed due diligence for contracts.
- Developed organization-wide sourcing strategy compliant with Davis-Bacon standards for procurement and solicitation; Policy sustained regular audits since 2009 with no major findings.
- Managed organized relationship with seven strategic partners, community organizations, and local housing authority.

Regional Vice President

Delta Corporation - 2001 – 2003

- and managed over 20 insurance agents around the United States with a sales volume of 1.2 million per year.
- In addition, I taught a weekly training program and weekly recruiting program via webinar.
- Also maintained my own sales volume which amounted to over 3 million in annualized premium during my eight years with the company.
- This position allowed me to become proficient in team building, networking, claims resolution, customer service, and employee training.
- Sales and Distribution of Office Furniture to Dealer Network in DC, VA & MD.
- Direct Sales of GF Office Furniture to Government Agencies and the Military off the GSA Contract.
- Project Management of Large Office Furniture Projects for the US Army and NIH.

SCHOLASTICS

- BA in Business Administration - (Chicago State University - Chicago, IL)