

ROBERT SMITH

PS Business Operations Manager

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SUMMARY

Results-oriented and team-focused business leader with solid experience in operations management and team development. Proven track record of establishing successful businesses by implementing continuous improvements that lead to standardized processes and increased operational efficiency. Demonstrated ability to develop and motivate staff to maximize productivity and control costs through effective use of resources.

SKILLS

Computer skills: MS Office Suite Software Autostation.

WORK EXPERIENCE

PS Business Operations Manager

ABC Corporation - 2004 – 2005

- Responsible for the development, training and implementation of proposal development, contracts and financial analysis and reporting processes for Engineering and Installation Department; review of all contract terms and conditions and SOWs; develop strategy, financial analysis, and competitive market analysis for multi-million dollar contracts.
- Interpret reports and records for senior management.
- Develop competitive rate structures based on detailed knowledge of company accounting and financial systems.
- Analyze estimates of labor, material, equipment, production and other direct costs.
- Instituted the first detailed documentation outlining the proposal development process for use by Program Management.
- Lead team, in coordination with Sector Procurement, to increase efficiency of material management system.
- In conjunction with Sector Finance, performed beta site assessment of financial reporting tool for possible implementation throughout the Sector.

Business Operations Manager

ANW Publishing - 1999 – 2004

- Directs the everyday operations of an online content publishing company that has published over 400 eBooks.
- Conducted hiring of writers and content creators and managed their work on assigned projects.
- Manages the company payroll to ensure proper and timely payment to contractors and employees.
- Maintains the accounting books for the company including QuickBooks Online entries and monthly balancing.
- Analyzes the companys financial statements and prepares year end reports for the S Corp.
- tax preparation.

- Maintains the companys WordPress website including content management and small tweaks to the theme..

SCHOLASTICS

- B.B.A in Computer Information Systems - (National University - San Diego, CA)