

Independent Business Owner

ROBERT SMITH

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Objective

To help a company grow to it's full potential, as well as; help better all employees work ethnic and strive for an opportunity to gain experience and the knowledge to become a part of the company top positions, conceive, believe and achieve way to the highest level possible.

Skills

Ms Word, Excel, Legal Research, Listening, Typing.

Work Experience

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ABC Corporation - January 2004 - March 2006

- Facilitated cleaning-product demonstrations for in-home sales.
- Helped Customers with planning and organizing their house-party.
- Greeted visitors in a courteous manner and attended their needs.
- Provided customers with expert knowledge of products, materials, handling and prices.
- Processed material orders and provided customer service deliveries.
- Performed all aspects of retail management/distribution such as planning, organization, purchasing, selling, delivering, and in-stock inventory control.
- Prepared and maintained a variety of documents to order items, submitted requisitions and reconciled invoices.

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Delta Corporation - 2002 - 2004

- Gained knowledge of communicating among large groups of people.
- Skills Used prospecting for new customers, advertising merchandise to potential buyers and selling products as well.
- Field an average of 60 calls per day Offer business opportunities through fortune 500 companies Provides accurate, appropriate information in .
- Processing payroll Inbound and outbound sales.
- Maintained two retail websites & an eBay store catering to the tourist market.
- Represented BIOPRO Technology products as an authorized sales consultant.
- Winthrop Harbor, IL 08/2010 - Present Developed business plan by researching products and vendors.

Education

Bachelor's in State Examination; Chamber of Trade, Duesseldorf, Germany in Office Clerk - 1995(UWP GmbH - Oberhausen)