

ROBERT SMITH

Business Partner/Project Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Business Partner/Project Manager merit in formulating store policies, procedures, service standards, operational norms, hygiene & customer service standards. Skilled in managing the development of new business proposals including establishing and coordinating schedules, cost/price model, and preparation of management briefings. Seeking a hands-on professional position with a great opportunity for a leading company.

CORE COMPETENCIES

Microsoft Office, Open Office, Google Chrome, Computer Proficient, SAP Administration, Maintenance Operations, Logistics, Communications

PROFESSIONAL EXPERIENCE

Business Partner/Project Manager

Crawlspace And Basement Solutions - 2016 – 2019

Key Deliverables:

- Encapsulate home crawlspaces and basements to prevent mold and control humidity levels to acceptable levels.
- Inspect and determine client waterproofing problems.
- Determine the type of repair needed and submit a written job bid to clients.
- Determined material requirements needed to complete the job bid.
- Complete Bill of Materials (BOM) and order materials to complete approved job bids.
- Coordinate with electricians to run dedicated circuits and lights prior to encapsulation.
- Conducted repairs and replacements on warranty items for customers after installation.

Business Partner

ABC Corporation - 2012 – 2016

Key Deliverables:

- Serve as a key contact for Axis Communications's partners and employees for project pricing matters
- Evaluate project details and end-user involved, and identify other customers with similar profiles to compare, research and analyze
- Work cohesively with the sales team and provide guidance in analyzing pricing requests while ensuring appropriate approvals are received and documented
- Evaluate and process project-related revisions
- Resolve discrepancies between involved parties on an as-needed basis

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EDUCATION

Diploma - 1979(Crisp County High School - Cordele, GA)

