

ROBERT SMITH

Private Business Owner

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

SUMMARY

Experienced and knowledgeable Private Business Owner with a proven track record in operations on a large scale while driving brand growth and improving process efficiencies. Successfully marketed, recruited, developed curriculum, and facilitated schedules and activities for the organization. Proficient in meeting deadlines, creating documents, and maintaining professional correspondence with clients. Extremely organized, ability to prioritize projects and events, great work ethic, coupled with the ability to be multi-task oriented. Exceptionally comfortable and experienced in solo presentations as well as team projects.

CORE COMPETENCIES

Microsoft Office, Leadership, Communications, Financing, Strategic Planning, Training

PROFESSIONAL EXPERIENCE

Private Business Owner

ABC Corporation - 2001 – Present

Key Deliverables:

- Initiating, performing and managing all aspects of a small to mid-size landscape business providing superior customer service.
- Developing and maintaining effective business marketing techniques yielding consistent company growth by 12% annually.
- Implemented needed controls of stock/supplies and streamlining operation procedures enhancing company profits.
- Trained, coached and mentored employees to ensure safety and consistent quality of work.
- Evaluating and pricing each project based on location, square footage and level of detail.
- Sourcing efficient suppliers and maintaining good working relationships, good record keeping skills, in line with maintaining efficiency within the business and also for taxation purposes.
- Analyzing internal processes and recommending and implementing procedural or policy changes to improve operations, such as supply changes or the disposal of records.

Founder, Business Owner

ABC Corporation - 1998 – 2001

Key Deliverables:

- Researched market competitors and industry trends to identify potential new products and services.

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- Prepared and filed financial statements such as balance sheets and income statements.
- Planned, administered and controlled budgets for contracts, equipment, and supplies.
- Evaluated cost reduction and program improvement need by analyzing financial data.
- Analyzed client requirements, created a business plan and drove strategy development.
- Collaborated successfully with a variety of personalities and work styles.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

Associate - 2000 (Niagara County Community College - Sanborn, NY) Master Of Arts in Sociology - (University Of California - Irvine, CA) Bachelor Of Arts in Psychology And Latin American Studies - (University Of California - Santa Cruz, CA)

