

Robert Smith

Director Of Business Operations

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

To apply extensive customer service, management, financial and strong work ethics experience to contribute to the success and growth of a company to help them achieve their visions and goals.

SKILLS

Software Training, Accounts Payable, Accounts Receivables, Payroll, Human Resources, Software Testing.

WORK EXPERIENCE

Director Of Business Operations

ABC Corporation - July 1998 - June 2000

- Managed day to day activities of firm and financial planning staff.
- Responsible for evaluating all business procedures for efficiency and cost effectiveness.
- Reported monthly, quarterly and annual sales figures to determine individual productivity.
- Coordinated, managed and monitored the workings of various departments in the organization.
- Improved processes and policies in support of organizational goals.
- Formulated and implemented organizational policies and procedures to maximize output.
- Monitored adherence to company processes and procedures.

Director Of Business Operations

Delta Corporation - 1997 - 1998

- Business Development Consultant Provide advisory services to start-up talent management company focused on business development and strategy .
- Identify and define growth opportunities increasing above-the-line staff.
- Improved brand recognition and developed long term business strategy for sustainable growth and conducted related financial, client base, and project .
- Analysis of client Accounts Receivable to determine conversion needs and optimize system capabilities Responsible for meeting with physicians and .
- All financial statement preparation and reporting to the Board of Directors; supervised staff of eight, including .
- Reason for Leaving Military husband was transferred to Bremerton.
- Leading cross-functional teams to help identify and evaluate critical strategic priorities and/or strategic problems, develops integrated and .

EDUCATION

Bachelor's in English - 1991(University of North Carolina at Charlotte - Charlotte, NC)