

ROBERT SMITH

Consultant/Sole Proprietor

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Consultant/Sole Proprietor would like to apply my excellent communication and interaction skills in a business environment where I can expand my skills in areas such as sales, office management, administrative support, and other related skills in support of business growth and success. To secure a position with a well-established organization that will enable me to acquire new skills, and provide me the opportunity to demonstrate my ability to contribute to the progression of the company.

EXPERIENCE

Consultant/Sole Proprietor

ABC Corporation - JUNE 2013 - PRESENT

- Preparing estimates, bids, proposals and contracts.
- Collecting and awarding bids for materials, supplies, services, and sub-contractors.
- Scheduling and coordinating all on-site deliveries, construction, and related activities.
- Performing or supervising all phases of residential and commercial remodel and construction.
- Performing lead-based paint testing, containment, and cleaning verification per EPA "lead safe" standards.
- Maintaining records and other duties relative to operating a construction business.
- Communicating effectively with both business professionals as well as the general public.

Sole Proprietor Of Small Business

ABC Corporation - AUGUST 1987 - MAY 1995

- Directed sales experience inventory tracking customer support and service communications with other businesses and suppliers.
- Focussed on great hospitality for customer retention and potential clients.
- Maintained efficient management abilities to coordinate workers, material, and equipment to ensure that all tasks are carried out as per schedule in stipulated time with quality.
- Responsible for ensuring that all tasks are carried out as per specifications and no violations occur on government or legal regulations.
- Excellent communication, effective cost management of projects, effective with the latest tools and techniques and efficient planning and coordination of activities.
- Provided clients with information that allows them to make educated decisions about their environments through trade shows and product

presentation.

- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- High School Diploma- September 1969(Senior High School - Philomath, OR)High School - (Kings Valley Grade School - Kings Valley, OR)

SKILLS

Organizational And Personnel Management, Social Media Marketing, Social Media Management, Blogging, Retail Sales, Cash Management, Sales