Robert Smith

Deputy Chief Operations Officer

Phone (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road. Alabama

SUMMARY

Passionate and resourceful entrepreneurial executive with a proven track record of successfully leading small businesses to large global organizations domestically and internationally (United States, South America, Asia and Europe). Extensive experience in developing and executing strategic direction, sustained P&L and profitability improvements. Attracted and led high performing and results oriented teams.

SKILLS

Microsoft products, Many CRM's, IOS.

WORK EXPERIENCE

Deputy Chief Operations Officer

ABC Corporation - November 2006 - February 2008

- Responsible for all client sensitive/confidential information.
- Responsible for underwriting all loan documents and arranging approval of all loan financing.
- Prepared all closing documents, title searches, credit evaluation.
- · Managed all loan officers, processors and underwriters.
- Main contract person for Spanish speaking clients, translating documents.
- Primary point of Contact for Fannie Mae, Freddie Mac, VA and FHA.
- Responsible for bank inspections on all residential and commercial construction loans.

Chief Operations Officer

OneSource LLC - 2003 - 2006

- Oversee the daily operation and insure compliance with regulators and standards commissions.
- Direct program implementation and retention.
- Oversee Human Resources hiring process Meet with regulators and hospital officers to insure compliance and goal management.
- Ensure the safety of patients in the medical community.
- SPECIAL PROJECTS Lambda Chi Alpha Fraternity Acted as the financial officer, or Tau, and general brother.
- Finance Undergraduate Published two financial papers during tenure as an undergraduate with the University of Montevallo.
- Mandalorian Mercenaries(TM) Licensed by Lucas Films Member in good standing with the Mandalorian Mercenaries..

EDUCATION