

Objective

To obtain an internship or full-time position in the field of finance and financial services where utilize educational background and work experience to grow and contribute positively to the company.

Skills

Typing 50 Wpm, Communication Skills, Team Building, Team Leadership, Teamwork, Customer Service, Access, Excel, Editing.

Work Experience

President and CEO/Manager

ABC Corporation - September 2003 – 2013

- Founded this regional sleep services company, servicing customers and services industry.
- Developed the companys product differentiation strategy positioning its acquisition, ensuring rapid start-up.
- Created and implemented the companys branding and strategic marketing campaign, including the creation.
- Cultivated C-level alliances with companies offering complimentary services to establish a national business referral stream.
- Worked collaboratively with senior clinical leadership to develop region-specific marketing strategies and collateral for their sleep centers.
- Implemented the companys financial, operations and personnel policies and procedures based on first-hand knowledge of real-world “best practices” in the sleep services industry.
- Managed the sale of SleepHealth into working with business and clinical leaders to integrate the business into their existing product portfolio.

President and CEO/Manager

ABC Corporation - 1998 – 2003

- Built from the ground up a colloidal silica manufacturing company.
- Managed the chemical reactor and the entire facility including all personnel, equipment, packaging and raw materials.
- Grew the business to become the leader in the paper and paper converting market with market share of 70%.
- Increased the chemical reactor capacity by 2x after the first year of production.
- Reduced operational costs by 20% in the first two years via process control and design.
- Supervised the move of the factory from one site to another; incorporated efficiencies into the rebuild.
- Worked with raw material suppliers to contain costs through sound relationships and long-term contracts..

Education

Diploma