

ROBERT SMITH

Small Business Owner/General Contractor

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

SUMMARY

Over 21 years of management, strategy, product development, delivery and operational experience in multiple industries. Over 15 years of IT related management/executive experience with an emphasis on building teams that can work harmoniously towards the desired goal in environments that are dynamic in nature.

CORE COMPETENCIES

Microsoft Office, Adobe Photoshop, Adobe Illustrator, HTML, CSS, Wordpress, Joomla, Drupal, MySQL, SQL, Linux.

PROFESSIONAL EXPERIENCE

Small Business Owner/General Contractor

ABC Corporation - July 1997 – July 2002

Key Deliverables:

- Bought business and grew it by 250% in 18 months.
- Generated repeat business through exceptional customer service.
- Trained and developed new associates on POS system and key sales tactics.
- Completed profit and loss performance reports.
- Scheduled and led weekly store meetings for all employees.
- Examined merchandise to verify that it was correctly priced and displayed.
- Hired, trained and evaluated personnel in sales and marketing.

Small Business Owner

ABC Corporation - 1996 – 1997

Key Deliverables:

- Create contracts with individuals and schools, set up assignments in order to meet specific deadlines.
- Photograph sporting events including portrait and action shots.
- Calibrate and maintain equipment.
- Edit all images used for magazines, programs, websites, books, catalogs, portraits and memorabilia.
- Selecting images according to designer specs that are placed on digital files for assembly and print.
- Design and Production Art, Proofing, Scanning transparencies or reflective images.
- Customer service Custom framing..

EDUCATION

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- Bachelor Studies in Business Management - 1992(University of Maryland-Baltimore County - Baltimore, MD)