

# Robert Smith

## Architect And Project Leader

### PERSONAL STATEMENT

State Licensed Insurance agent ( FL 215) 60 hour pre-licensing,FL NAIT, and 20 hrs continuing education completed.

### WORK EXPERIENCE

#### **Architect And Project Leader**

**ABC Corporation - September 2011 - April 2013**

##### *Responsibilities:*

- Answered customer questions regarding store merchandise and services, department Answered information, and pricing.
- Organized store merchandise racks by size, style and color, and plan-o-gram.
- Capital projects(remodels and resets requiring intensive involvement beyond the client stores capacity.) for Home Depot and Family Dollar Remodeled Family Dollar stores across southern United States.
- Established strong vendor relationships to maintain and support the business.
- Coordinated communication with merchandise operations and vendors for PO creation and maintenance.
- Organized on-site trainings to educate management and sales staff on benefits and care of product lines.
- Tracked and recapped key item performance.

#### **Project Leader**

**ABC Corporation - 2009 - 2011**

##### *Responsibilities:*

- Lead operations with full responsibility for planning, execution, monitoring and controlling, and closing of over \$20 million in DoD projects.
- Develop cross-functional teams to include engineers, logisticians, and administrative personnel.
- Direct wide range of projects that include production, installations, and training of end-users.
- Key Achievements Led a diverse team in a multi-million dollar communications project for Special Operations Command (SOCOM) ensuring that 100% of deliverables were accepted on time and on budget.
- Implemented a production line quality control system, to include checklists and audits, resulting in minimal defects of complex DoD communication systems Established 24/7 help desk to provide technical assistance of various C4I communications systems.
- Developed detailed status reports and briefings ensuring that project stakeholders were informed of project developments.
- Developed comprehensive training programs for all projects that led to overall improved team capabilities..

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Power Equipment  
Trained And Licensed,  
Microsoft Word,  
Powerpoint, Outlook,  
Excell.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## Education

Associate of Arts in Education - (Indian River State College - Fort  
Pierce, FL)