

# Chief Executive Officer III

# ROBERT SMITH

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## Objective

13+ years of experience as a Chief Executive Officer. Looking to obtain an executive position that utilizes my diverse talents and skills as a leader and motivator.

## Skills

Microsoft Office, Executive Management, Operations Management, Financial Management, Team Building, Turnarounds, and Business Development.

## Work Experience

### Chief Executive Officer III

**ABC Corporation** - September 2014 - Present

- Serving as Chief Executive Officer of Eagle Ridge Institute (ERI) and, in partnership with the board, is responsible for the success of ERI.
- Together, the board and CEO assure ERIs relevance to the community, the accomplishment of ERIs mission and vision, and the accountability of ERI to its diverse constituents.
- The board delegates responsibility for the management and day-to-day operations to the CEO, and he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the board.
- Providing direction and enabling to the board as it carries out its governance functions.
- Accountabilities legal compliance assures the filing of all legal and regulatory documents and monitors compliance with relevant laws, regulations and governing bodies.
- Mission, policy, and planning helps the board determine ERIs values, mission, vision, and short- and long-term goals.
- Helping the board monitor and evaluate ERIs relevancy to the community, its effectiveness, and its results.

### Director Of Residential Substance Abuse Services And HIV Programming

**ABC Corporation** - June 2006 - September 2014

- Oklahoma city, ok director of residential substance abuse services and HIV programming oversees daily operations of all Oklahoma city housing facilities, residential substance abuse treatment services, and HIV testing, counseling, and referral services.
- Coordinating funding sources and ensuring that department of health, and veterans affairs policies and procedures are met.
- Under general supervision, plans organize and directs the activities of specific programs including supervision of staff, programming development, and program administration.
- Network with resources in the community to develop and maintain collaborative ventures and supportive services.
- Assure that all programs have a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing programs and organizational and financial goals.
- Maintain a working knowledge of significant developments and trends in the field.

## Education

Master Of Art Therapy - 1989(Wright State University - Dayton, OH)BA in Art Therapy - 1981(Mercyhurst College - Erie, PA)Bachelor's in Entertainment Business - 2004(Northeastern University)