

Robert Smith

Associate Director Of Operations/Officer

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Eviews,
Bloomberg, Language:
Fluent In Twi; Proficient
In French.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Operations Director with experience of successfully running the day to day operations of multiple clinics and on-sites. Comfortable working with people of all levels and having a excellent approach to solving problems and developing business processes. Having proven people management skills, with the ability to manage performance and motivate staff on an individual, as well as, a team level.

WORK EXPERIENCE

Associate Director Of Operations/Officer **Concentra - March 2015 - 2020**

Responsibilities:

- Manage the daily operations of specific on sites in the Cincinnati/Indianapolis/Lexington markets.
- Responsible for ensuring center excellence at all centers/sites assigned.
- Manage key center operations metrics and hold staff accountable.
- Create a professional and collaborative working environment with full colleague participation that promotes teamwork, quality, exceptional outcomes, and patient safety.
- Work with leadership to identify gaps and implement changes to ensure optimal patient care.
- Accountable for center financial drivers and review of key indicator reports in order to achieve annual business plan.
- Develop colleague success through all aspects of the talent life cycle including recruiting, hiring, on boarding, orientation, mentoring/development, engagement.

Associate Director Of Operations **Delta Corporation - 2014 - 2015**

Responsibilities:

- Reviews financial statements, production and operating reports, and other performance data to measure productivity and evaluate achievement with respect to production goals.
- Understands yield and quality requirements and makes decisions to improve and protect those requirements.
- Ensures raw materials and equipment availability to meet defined production schedules with minimum down time.
- Supports our green waste program, ensuring waste products are properly sorted and accounted for.
- Works on issues of diverse scope where analysis of situation or data requires evaluation of a variety of factors, including an understanding of current and forecasted business trends.
- Supports Senior Director of Operations in all day to day activities.
- May complete a variety of routine office tasks that may include typing, preparing reports, completing research, tracking information, preparing or updating excel spread sheets, copying, scanning, etc.

Education

Bachelors in Business Administration - (Eastern Michigan University)