

ROBERT SMITH

Business Representative III

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Superior interpersonal skill and the ability to develop and maintain good working relationships with all employees. Extensive knowledge of enforcement knowledge of grievance procedures.

EXPERIENCE

Business Representative III

ABC Corporation - JANUARY 2013 - MARCH 2014

- Administered individual contracts to advocate for the Associations membership while protecting the individual capabilities of each producer, many with individual project budgets.
- Specialized in the negotiation and development of the Letter of Agreement - Periodic Performance contract.
- Developed strategic plans to incorporate the associations long term plan to align with the producers future interests including profit structure and outreach.
- Negotiated terms between association and producer and present proposals to a committee comprised of elected councilors and members.
- Ensured all contractual terms are in compliance with state and federal laws and guidelines, including safe and sanitary environments and general labor practices.
- Tracked contracts through full cycle negotiation to clearance to ensure all contractual terms met.
- Provided confidential support to members and producers while interpreting contract language to enforce all contractual requirements.

BUSINESS REPRESENTATIVE

ABC Corporation - 2011 - 2013

- SAG-AFTRA is a labor union representing film, TV, radio, and video game performers, radio/television announcers, singers and recording artists, stunt people and specialty acts.
- Signed producers to the collective bargaining agreements.
- Provided producers, union members and their representatives with information regarding SAG-AFTRA agreements.
- Represented SAG-AFTRA through participation in meet-ups, workshops, seminars, film festivals, panel discussions and other engagements in the industry.
- Participated in meetings with producers.
- Filed, researched and investigated claims for non-compliance and saw through to resolution..

- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Certificate in Administration development.

SKILLS

Sales, Account Management, CRM, Database Management, Customer Service..