

Robert Smith

Accounting And Small Business Consultant

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

Accounting And Small Business Consultant with over nine years of extensive experience in a variety of industries and an exceptional track record of creating effective organizational structures and developing and implementing sound business strategies. Builds positive relationships with Board Members, Clients, Colleagues, and other Key Stakeholders.

SKILLS

Quality Assurance, Operations Management, Microsoft Office, Project Management, Program Management

WORK EXPERIENCE

Accounting And Small Business Consultant

Cash Fund - 2015 - 2019

- Completed credit reports for businesses and owners.
- Provided funding for multiple businesses across the United States in excess of 600,000 dollars.
- Managed multiple businesses across the United States to approve a line of credit.
- Completed monthly sales goals of reaching 100k in new business sales.
- Worked with clients over a period of six months to start a new business and renew that business for funding.
- Dealt with cold leads as well as warm leads on a daily basis.
- Keep current with industry events, solution offerings, etc.

Small Business Consultant

MONSTER WORLDWIDE INC - 2010 - 2015

- Managed a portfolio of 4,211 accounts.
- Scheduled an average of 3 appointments per day.
- Wrote, proofed and edited sales proposals and correspondence.
- Addressed customer questions and concerns regarding products, prices, and availability.
- Answered customers questions about product prices, availability, use and credit terms.
- Delivered exceptional account service to strengthen customer loyalty.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BA in Broadcast Journalism - 2008 (University of Arkansas - Fayetteville, AR)