

# Robert Smith

## Lead Co-Owner

### PERSONAL STATEMENT

Dedicated and resourceful Co-Owner with 5 years of experience in Construction. Motivated leadership and strong organization skills that generate a productive work environment. Demonstrate the ability to supervise and coach a team of skilled laborers to achieve high-quality service.

### WORK EXPERIENCE

#### Lead Co-Owner

**ABC Corporation - December 1999 - September 2002**

##### *Responsibilities:*

- Provides customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Directs and supervises employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers.
- Estimates consumer demand and determine the types and amounts of goods to be sold.
- Hires, trains, and evaluates personnel in sales or marketing establishments, promoting or firing workers when appropriate.
- Assigns employees to specific duties.
- Keeps records of purchases, sales, and requisitions.
- Enforces safety, health, and security rules.

#### Co-Owner

**Delta Corporation - 1996 - 1999**

##### *Responsibilities:*

- Entered financial information and payments to guarantee that employees and vendors were accurately paid on time.
- Reconciled business bank, credit card and line of credit accounts.
- Developed monthly, quarterly and annual profit and loss statements and balance sheets.
- Fill out contracts File appropriate forms with the state Prepare and post ads.
- Payroll and bookkeeping Customer service Prepare and deliver forms for accountant Inventory and order supplies Copy - File - Answer phones.
- Screen customers, Review waiver paperwork, Safety and Operation Instruction, Maintenance, Supervision on water, Phones, Banking Deposits, Data entry, .
- Worked with Coast Guard and Sherriff on water safety importance.

### Education

Bachelor's in Arts - (Alamo High School - Pharr, TX)

### **CONTACT DETAILS**

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

### **SKILLS**

Microsoft Office,  
Management.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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