

Robert Smith

Operator/Sole Proprietor

PERSONAL STATEMENT

Sole Proprietor and entrepreneur seeking to leverage my business experience and interpersonal skill set into a valuable role. To expand and apply current administrative, customer service, and leadership experience in either an administrative or instructing position.

WORK EXPERIENCE

Operator/Sole Proprietor

ABC Corporation - June 2013 - December 2016

Responsibilities:

- Managed distribution, service, installation, outside sales force and sheet metal personnel, including but not limited to assigning duties, scheduling, developing their skills through job assignment and training, setting expectations and feedback.
- Maintaining a clean, brand inspired appearance and high level of professionalism during events.
- Merchandising, setup, and break down of booth space at live events and popup markets.
- Social marketing is done via Instagram, Etsy local, and interpersonal networking.
- Graphic design work integrated into the creation of logos, business cards, and promotional materials, as well as photo editing.
- Creating guerrilla marketing strategies to promote goods & services in new and creative ways.
- Helping clients in a wide range of industries navigate the complexities of eCommerce and digital marketing.

Entrepreneur And Sole Proprietor

ABC Corporation - 2012 - 2013

Responsibilities:

- Designed and installed landscapes and indoor landscapes to enhance the ambiance of the work or living space.
- Responsible for business analysis, sales of products and merchandising online via eBay, Amazon, and Etsy.
- Provided direct and indirect chain marketing and sales support throughout the united states and Canada.
- Interacted with a variety of publishing clients in developing and executing targeted marketing programs to grow single-copy sales for over 300 individual print media products.
- Provided logistical support and product procurement working with suppliers and various publishing enterprises in the selection and allocation of printed and video matter.
- Researched and developed marketing programs to both compliment and remain competitive with rival and alternative internet options.
- This is Dummy Description data, Replace with job description relevant to your current role.

CONTACT DETAILS

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

SKILLS

Microsoft Office, Sage,
Quickbooks And POS
Systems, Customer
Service, Billing, Coding

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Certificate in HVAC Sales, indoor Air Quality, Forced Air, A/C & Sizing, Boilers & Manifolds, Packaged Rooftop Units - 2003(Carrier College - Various Cities Across The United States)Certificate in Mechanical Engineering - September 1979(Mohawk College Of Applied Arts And Technology - Hamilton, Ontario Canada)High School Diploma in Advanced Acedemics - Math, Sciences, Business Management, English, French, Geography - September 1975(Hill Park Secondary School - Hamilton, Ontario Canada)