

ROBERT SMITH

Small Business Consultant I

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Highly motivated and inspiring speaker, trainer and instructor with experience in training small and large groups across diverse industries. Proven success in leveraging educational theories and methodologies to design, develop, and deliver successful training programs and integrate instructional technology to provide onsite and virtual training. Energetic and engaging communicator both verbally and written with a proven track record of inspiring and motivating participants.

EXPERIENCE

Small Business Consultant I

Paychex Inc - 2012 - 2019

- Launched a consulting business that provides assistance to small business owners in the areas of process improvements and overall business operations.
- Analyzes problematic areas and provide recommendations and solutions.
- Implements strategies that improve financial capabilities and business success.
- Aligns closely with business owners and employees to gather information and gain operational insight; utilizes data to assess the implementation of possible changes, aligns business owners with strategies to achieve the desired success, improve business operations and maintain positive capital flow.
- Provides written reports detailing assessments and recommended solutions; lauded by business owners for innovative ideas and professionalism.
- Implemented practices and procedures that reduced expenditures and resulted in 1030% savings.
- Construct multiple email-based newsletters through Mail Chimp and other Social Media platforms to promote brands and create new clients.

Small Business Consultant

ABC Corporation - 2007 - 2012

- Support small business clients throughout the city.
- Installation & support of network systems for small to medium-sized businesses.
- Development of customized calendar sharing for Outlook/Exchange 5.5 using Visual Basic.
- Strengthen companies brands and social profiles to generate new and continued business.
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EDUCATION

- Bachelor of Science in Business Administration - 2005 (US Army Armory School Scoffield Barracks)

SKILLS

Customer Service, Call Center, Management, Microsoft Office, Quickbooks, Merchandising, Business Development, Account Management, Quality Assurance.