

# ROBERT SMITH

## Regional Business Manager/Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Senior professional with progressively responsible and diverse experience. Strong generalist with integrated business planning experience in diverse fields Proven success as a mentor, trainer, and innovative thinker. Works well with others.

### CORE COMPETENCIES

Ms. Word, MS Office, Outlook, Office: Word, Powerpoint, Photoshop, Photography, Sales, Typing, Windows.

### PROFESSIONAL EXPERIENCE

#### Regional Business Manager/Coordinator ABC Corporation - 2002 – 2012

##### Key Deliverables:

- Prepared and implemented the operational budget for three offices supporting and senior non-lawyer professionals.
- Systematized numerous administrative processes that directly led to increased productivity and profits.
- Designed and implemented staff competency training programs for the region that I later implemented Firmwide.
- Introduced cost-saving measures in the areas of client/matter intake, accounts receivable collections and the expeditious billing of time.
- Designed and implemented a records management program with cost savings in excess of the life of the program.
- Coordinated and implemented the opening of the Beijing China office.
- Mentored respective voice pro territory account specialists and trained distributor partners on benchmark technology.

#### Regional Business Manager/Coordinator ABC Corporation - 1997 – 2002

##### Key Deliverables:

- Managed 2 different sales teams over 9 states (FL, AL, TN, KY, IN, MS, AR, LA, and TX), with \$2.5M budget and \$21M sales goal.
- Hired and developed outstanding sales teams, focused on acute care hospitals and federal medical treatment facilities, finishing in top 20% of sales to goal routinely and top ranked Region for 1 year.
- Developed highest market share Region in country, continuing to maintain existing customer base and expanding market share through competitive conversions.
- Received Presidents Award for top Region in country, exceeding sales targets consistently.

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- Contained cost, consistently coming in under budget, insuring sales team used resources wisely.
- Won Pillar of Success Award for outstanding leadership, maintaining highly committed sales team through multi-year hardship with product / technology shortage.
- Active member of corporate team, developing and implementing new sales / marketing strategies..

### EDUCATION

MS

