

ROBERT SMITH

Chief Operations Officer III

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

SUMMARY

Business development and operational expertise 15 years as a CEO & Founder 5 years in professional marketing services 4 years as a broker 4 years managing website design 18 years supervising employee's 18 years in sales Managed over in company owned financial assets Employed up to 75 employees.

CORE COMPETENCIES

Excel, Microsoft Office, Microsoft Office.

PROFESSIONAL EXPERIENCE

Chief Operations Officer III ABC Corporation - 2000 – 2013

Key Deliverables:

- Responsible for all of the sales, preparation and installation of seamless epoxy flooring in the northeast.
- Manage a sales team of 6 individuals in 4 different states.
- Manage an installation crew with an average of 13 people.
- Develop and implement a marketing plan for the purpose of securing new business.
- Coordinate and conduct on site sales presentations.
- Develop programs for the purpose of training both installers and sales people.
- Identify and exhibit at a minimum of 7 product specific trade shows each year.

Chief Operations Officer ABC Corporation - 1997 – 2000

Key Deliverables:

- Janesville, IA - 2006-2007 (\$20 million in annual sales) (moved to Hull Iowa to be closer to family and Help the TFCC repair its supply change and purchasing programs) Chief Operations Officer Directed all departments, including Accounting, Human Resources,.
- Oversaw team of 40-60 and reported directly to the President/CEO.
- Established procedures, gathered requirements, coordinated activities, and functioned as a liaison between associates and technical staff to address/resolve issues.
- Selected Accomplishments Developed and integrated Project Management & estimating tools, leading to improved estimating accuracy and time/cost savings.
- Provided recommendations to the Owner/CEO that resulted in profitability and performance gains.
- Assisted the architectural team with project planning and development.
- GLEN HOLSATHER, 3 712-441-7152 / gholsather@mtcnet.net.

ROBERT SMITH

Chief Operations Officer III

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

EDUCATION

Certificate in Computer Science - (Burlington County College)

