

COO

# ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Have a long and successful career in education driven by outstanding communication skills combined with a keen strategic mindset. A people focused leader with an experienced perspective on higher education.

## Skills

Legal Knowledge, Research, Writing, Business Development.

## Work Experience

### COO

**ABC Corporation** - September 2010 - December 2013

- Identified growth opportunities, changed the culture of the company, and instilled financial responsibility.
- Company profitable in less than a year using both tried and trusted business sense and innovative creation relations.
- Instituted new policies to reacquire lost business partners and customers.
- Manage all cash flow in the company, including cutting expenses, retooling travel and lodging, and creating an accountability program.
- Opened a new store and moved company headquarters, as well as closing a location that was underperforming.
- Hire, train, and support new employees with a higher skill-set to put the company on the path to profitability.
- Plan and execute all marketing within the company. Started and spun off a separate facility division of Engel.

### COO

**GameReady Inc** - 2006 - 2010

- Developed Processes including client tracking, bookkeeping, P&L creation, forecasting, budgeting.
- Designed website, marketing platforms including Facebook, Instagram and Twitter maintained via Hootsuite.
- Implemented email marketing campaigns via Mailchimp.
- Created, edited and released marketing videos throughout social media platforms, website and email.
- Ran day to day operations, i e.
- managing clients, booking training sessions and releasing marketing/promotional content.
- Helped secure facilities by working with Athletic Directors, insurance companies and athletic programs..

## Education

