

# ROBERT SMITH

## Sr. Sole Proprietor

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### SUMMARY

A driven and detailed oriented Entrepreneur And Sole Proprietor who strives to perform at my full potential at all times. Very focused on and takes pride in my ability to satisfy clients and maintain professionalism and customer priority both in my sales and field experience. Extensive experience in the communications and technology industries both with hands-on labor and countless hours with potential and existing customers on a face to face level.

### SKILLS

Instructional Design, Technical Writing, Document Management, Document Control

### WORK EXPERIENCE

#### Sr. Sole Proprietor

ABC Corporation - December 2013 – December 2017

- Started this business to supply both business and residential clients with high-speed internet in unserved areas.
- Erected towers and installed a system thats known as &quot;fixed wireless&quot;.
- Pioneered the Internet into unserved towns and rural areas.
- Erected towers, installed radios, marketed the service, helped businesses grow and created a profitable business.
- Developed rapport with new leads and converting them into lifetime clients.
- Coordinated subcontractors for their additional services and expertise.
- Recorded and maintained all business finances, appointments and scheduling, marketing and promotions, and tax information as the sole employee of this business.

#### Sole Proprietor

ABC Corporation - May 1997 – December 2013

- Operated a small commercial and residential electrical contracting business.
- Developed, implemented, marketed and executed strategic plans and goals & objectives for sales, operations, financial performance, warehousing, new business, and new product and service offerings.
- Restructured various HVAC residential companies to achieve their highest profit, employee retention, cash flow, marketing avenues and implemented new service offerings.
- Oversaw day to day business decisions, financial expenditures, and advertisement campaigns.
- Sought out and maintained working relationships with suppliers, manufacturers, and wholesalers.
- Maintained optimal inventory levels by finding new ways to market top-selling products and eliminate slow-moving products.
- This is Dummy Description data, Replace with job description relevant to your current role.

## SCHOLASTICS

- High School Or Equivalent - 1990 (Madawaska Valley District High School - Barry's Bay, ON) Master Of Science in Information Technology - (Capella University - Minneapolis, MN)