

ROBERT SMITH

Associate Director Of Operations/Specialist

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

SUMMARY

Retail/hospital pharmacy practice. Pharmaceutical manufacturing Consulting. Develop and implement short range and mid-range goals to achieve the companys vision and mission.

CORE COMPETENCIES

Sales Management, Sales Training, Leadership Development, Leadership Training, Operations Management.

PROFESSIONAL EXPERIENCE

Associate Director Of Operations/Specialist

HEALTHWELL FOUNDATION - February 2009 – 2020

Key Deliverables:

- Provide management support to upper level management and review business contracts to assist in the development of strategies for potential new funds.
- Assist in coordination of grant applications process for program funding.
- Manage, process and troubleshoot all grant aspects for Pediatric and Health Access funds.
- Includes budgets, meeting coordination, telephone interviews, and follow-up.
- Complete annual internal separation audit and coordination of tasks for external audits.
- Work with Covance call center management to design, and implement processes and protocols that adhere to government guidelines while providing quality customer service.
- Assisted in creation and implementation of new Salesforce grant system platform.

Associate Director Of Operations

Delta Corporation - 2006 – 2009

Key Deliverables:

- Individual will be responsible to develop and implement short range and mid-range goals to achieve the company's vision and mission.
- Help implement efficiencies in data capture and process improvement.
- Developed and trained contract staff on new payment processing methods.
- Ensures product is produced efficiently and cost effectively, on time, and at optimum quality and quantity levels
- Evaluates existing processes and procedures and suggests and implements improvements.
- Develops a management plan, with staff, to achieve goals and tracks progress-to-plan using performance metrics.

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- Ensure compliance with all federal, state and local regulatory agencies and mandates. Uphold HACCP, OSHA, FDA, GMP and plant safety guidelines.

EDUCATION

M.S. in Public Health - (WALDEN UNIVERSITY - Baltimore, MD)

