

ROBERT SMITH

Small Business Owner

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

SUMMARY

Efficient and resourceful Administrative Professional with a proven record of successful facilities and project management, metric analyses, and problem solving. Valued as a dependable change agent who leads by example and works for constant improvement. Possesses advanced technical skills and is effective in coordinating multiple priorities simultaneously. Energetic and eager to take on new challenges in a changing work environment. Exceptional organizational skills.

CORE COMPETENCIES

Demolition, Customer Service, Laborer Assembly.

PROFESSIONAL EXPERIENCE

Small Business Owner

ABC Corporation - 2001 – 2010

Key Deliverables:

- Managed daily operations of office with 10 contractors.
- Directed inventory control, scheduling, sales, marketing, and vendor negotiations.
- Achieved 36% annual average new client increase over a 5-year period due to aggressive targeted marketing and referrals.
- Designed all advertising materials, resulting in a recognizable residential brand.
- Increased market share 54% by advertising in key demographic areas.
- Successfully closed 80% of potential sales utilizing Sandler techniques.
- Developed business from initial concept and start-up, creating a successful niche residential market.

Small Business Owner

Ebay Inc - 1996 – 2001

Key Deliverables:

- 95125 I have run my own designer clothes business for over 11 years.
- My job duties include 1.
- Acquiring, stocking, and organizing items 2.
- Photographing each item, focusing on quality, important details, and defects of any kind 3.
- Writing full, detailed, clear, concise descriptions of each item and transcribing that information on to the Ebay website for potential customers to view 2 4.
- Handling packaging and assuring each item arrives at its intended destination in a timely manner and in the exact condition each description implies 5.
- Tracking all book keeping, including transcribing a list of all incoming funds, deducting overhead expenses and any fees incurred, and calculating total profits.

EDUCATION

ROBERT SMITH

Small Business Owner

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

- BS in Chemistry and Cellular and Molecular Biology - (University of Michigan - Ann Arbor, MI)